A GUIDE TO THE EMPL SYSTEM

TOTAL COMPENSATION/SYSTEMS TEAM
DEPARTMENT OF PERSONNEL & ADMINISTRATION
DIVISION OF HUMAN RESOURCES

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EMPL Users Manual

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INTRODUCTION

This is the manual for the Employee (EMPL) segment of the Colorado Personnel Payroll System (CPPS). It covers only information about the EMPL segment and is a detailed guide on how to use and operate EMPL.

WHAT IS EMPL?

EMPL is a custom software product designed and programmed by staff in the Department of Personnel and Administration (**DPA**). EMPL incorporates numerous edits to assure that information conforms to appropriate statutes, rules, and procedures. DPA makes changes to the edit function as required by guideline changes instituted by the various governing bodies that oversee personnel work in the state.

For example, the Colorado Legislature, the State Personnel Board, the State Personnel Director, the Judicial Department, and various other bodies have responsibility for personnel activities within differing jurisdictions of the state. Since each of these systems is processed through separate job streams within EMPL, input data can be edited for unique requirements. It is the responsibility of each of these jurisdictions to notify the Department of Personnel and Administration when changes are required in EMPL.

The entry system edits all data entered to assure it meets the rules and procedures for processing the specific transaction in the specific jurisdiction. The edits are often different for the various jurisdictions. For example, there are few edits for non-classified jurisdictions, while the edits for the classified users are extensive and detailed. Data entered into EMPL that does not meet edit requirements is rejected or returned to the user for correction. Successful entries that pass all edits are recorded in the EMPL database.

This manual was written for those individuals responsible for entering data in EMPL. The EMPL system is transaction code driven and this manual consists mainly of tables that detail valid codes. It is assumed that personnel technicians have a working knowledge of the State Classified Personnel System along with corresponding Rules and Regulations and the guidelines for each individual jurisdiction (Non-classified, Judicial, etc.) Rules and procedures can be found at http://www.colorado.gov/dpa/dhr/rules/rules.htm. Technical guidance that details employer practices and further defines procedures can be found at http://www.colorado.gov/dpa/dhr/rules/techasst.htm. This information is helpful in understanding how system edits are designed.

The updated data base files are used for two different purposes. The EMPL database runs reports for users in the various agencies served by the system. EMPL also provides data necessary to run the Payroll segment that ultimately issues warrants or paychecks for the state's employees. The details of how the Payroll segment works are covered in the CPPS manual.

TECHNICAL SUPPORT RESOURCES

Problems or concerns regarding the use of EMPL and this manual should be directed to the EMPL Customer Support at HR.Support@state.co.us.

ACCURACY

It is critical that the data entered into the EMPL personnel system is accurate. Reports generated from EMPL data are used by agency management, the legislature, and the executive branch for complex tasks, such as budgeting and planning and require a very high degree of accuracy.

This data is also exported to the payroll system; hence, errors in input of data on EMPL may cause discrepancies in the processing of payroll. Employees may not get paid if data is entered incorrectly.

It is imperative that individuals working on the personnel and payroll systems realize the importance of the responsibility that has been entrusted to them.

SECURITY

CPPS has a complex security system to protect the system from unauthorized users. Security for CPPS exists at several levels. Some of these security levels are obvious to the user, because they require codes and passwords for access to the system. Other levels of security are hidden within the EMPL, Personnel, or Payroll segments.

The first level of security is through a system called CICS. CICS stands for Customer Information Control System and is a software product of the IBM Corporation. CICS is installed at GGCC (the General Government Computer Center) to help manage the transmission of data used in online processing. This level of security is called "Top Secret Security". All users of the EMPL, Personnel, and Payroll segments must have access to Top Secret Security.

Access to Top Secret Security may be obtained by contacting your agency security administrator or by contacting GGCC.

The second level of security is through a system called ADABAS. ADABAS is the name of the software installed at GGCC which controls the data base manager used to run EMPL. ADABAS is distributed by a large software company called Software AG. This

level of security is called "Natural Security". If you have a problem with Natural Security, you should contact the EMPL Customer Support at HR.Support@state.co.us.

The third level of security is hidden within EMPL. This level of security determines which agencies and which users may use which action codes for a particular agency or agencies. In other words, each user has a security clearance within EMPL, which allows access to only certain data (for example a single agency) and then only to certain action codes. This security clearance is determined by the agency decentralization agreement. This level of security is maintained with use of an "Operator ID". Each user has a unique operator ID that defines the security clearance to EMPL.

To obtain access to EMPL, your agency security administrator must complete the "ADS/CPPS/EMPL SECURITY ACCESS AUTHORIZATION REQUEST FORM", authorizing access to the Personnel/Payroll Systems. The "Statement of Compliance" must be completed and signed by the user.

USING ON-LINE PROCESSING

To use on-line processing, the user's computer must be connected to the state's General Government Computer Center (GGCC). It is assumed that each user has basic computer knowledge.

Before sitting down at the terminal, it is important to be prepared to process transactions by having all information ready or filled out on a form. Leaving the computer to get additional information compromises security, since an unauthorized person may gain access to the system while you are away from your terminal. Searching for missing information can also result in being "timed out" and having to start over again. When you are timed out of the system it occasionally will result in only updating part of the system, thereby causing an out of sync error, which requires technical support from DPA for correction.

• **Logging On**

The on-line portions of the EMPL System make use of the GGCC computer, the CICS communication manager, and the ADABAS data base management system which uses the NATURAL programming language and security. Each of these systems requires the user to know the proper access and security measures to use EMPL. The following section of this manual details the methods used to access the EMPL System. These methods are the same for update and inquiry processing as well as report processing.

Step 1 - Link to GGCC

Many users access GGCC through other servers. Accordingly, the instructions in this step may need to be modified for those not on a direct link to GGCC. New users may need to consult with agency data processing staff to establish the proper communications link to GGCC.

If a proper link to GGCC has been established, the user will see a front end screen unless the terminal has already been logged on to CICS. (In that case, see Step 2.) If the user has a direct link to GGCC the terminal will show this screen.

Type "CICS" at the prompt and Enter.

Step 2 - Sign on to CICS

Your screen should now look like this:

The user must enter the User ID and Password on the screen. Leave "NEW PASSWORD" blank except when wanting to change the password.

The password does not show on the screen to protect security. Press the enter key. You should now see this screen:

```
DFHCE3549 Sign-on is complete (Language ENU).




















                                               NUM          12:13:49 IBM-3278-2
```

If an incorrect password or user name is entered, the above screen will not be returned. Instead, the user will be advised of the error and asked to retry the entry.

Step 3 - Sign on to NATURAL

The user has now completed entry to the CICS system and now must enter the NATURAL security system for login to EMPL.

Type GEMP.

Press the Enter key.

The terminal should show this screen.

```
12:19:54                 *** NATURAL SECURITY SYSTEM ***            11/01/2001
              ADABAS Version 7                     NATURAL Version 3.1.4

       000000   00000   000      00000   000000    00000   000000    00000
      0000000  0000000  000     0000000  0000000  0000000  0000000  0000000
       000   00  00  000     00   00  000  00   00   00    00  00   00
       000      00   00  000     00   00  0000000  0000000  00   00  00   00
       000      00   00  000     00   00  000000   0000000  00   00  00   00
      0000000  0000000  0000000 0000000  000  00  00    00  0000000  0000000
       000000   00000  0000000   00000   000   00 00   00  000000    00000

          This system shall be used for official State/County business only.
             Confidentiality of data must be maintained.  Violation of
             confidentiality may result in a fine, imprisonment or both.

                  *****   DB215 - GGCC Production    *****

         ------------------------------------------------------------------
                   Enter your application name, user ID and password.
         ------------------------------------------------------------------

              APPLICATION ID : █_____        USER ID : _____
                    Password :                New Password :
                                                   NUM          12:20:34 IBM-3278-2
```

Type GFPROD for the EMPL system into field marked APPLICATION-ID. Press the Tab key to advance to the next field and do not press enter until all necessary fields have been completed. Type the user identification and password in the corresponding fields shown on screen above.

Do not type anything for "NEW PASSWORD" unless changing the NATURAL password.

Press the enter key. Your screen should now look like this:

```
NEXT                                                      LIB=GFPROD
Logon accepted to library GFPROD.




                                                    NUM    16:48:02 IBM-3278-2
   Clear    |    Erase EOF    |    New Line    |    PA1    |    PA2    |    PA3
```
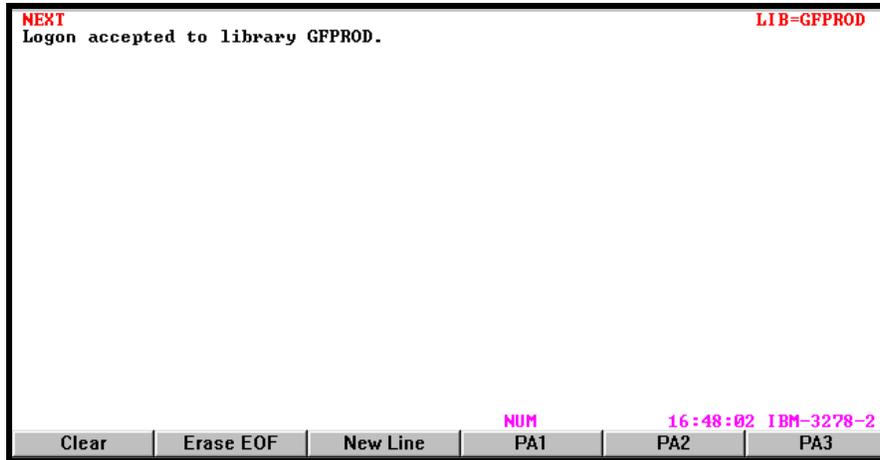
If an incorrect password or user identification is entered, the above screen will not be returned. Instead, the user will be advised of the error and asked to retry the entry.

Step 4 - Calling the EMPL Segment

Type GFNDAAA at the prompt and press the enter key. You should now see this screen:

```
MORE
          GOOD AFTERNOON   SHAHRAM GHADIMI-NAVAI

          TODAYS DATE IS: 11/02/01

          WELCOME TO THE COLORADO STATE PERSONNEL SYSTEM:
          ****************************************************************
          *         EEEEE   MM       MM   PPPPPP   LL                    *
          *         EE      MM MMM MM    PP   PP   LL                    *
          *         EEE     MM  M  MM    PPPPPP    LL                    *
          *         EE      MM     MM    PP        LL                    *
          *         EEEEE   MM     MM    PP        LLLLLL                *
          *                                                             *
          *              @@@@        @@@@                               *
          *            @@@@@@@@    @@@@@@@@                             *
          *            @@@@@  @--------@  @@@@@                         *
          *            @@@      !          @@@                         *
          *            @@@  @@ !   . .   ! @@  @@@                     *
          *            @@@  @@ !          ! @@  @@@   HI, I'M          *
          *            @@@  @@ !    ##    ! @@  @@@   RODNEY RAM!      *
          *            @@@  @@ !          ! @@  @@@                     *
          *             @@@@   _____/   @@@@                         *
          ****************************************************************
                                                    NUM    16:56:04 IBM-3278-2
   Clear    |    Erase EOF    |    New Line    |    PA1    |    PA2    |    PA3
```
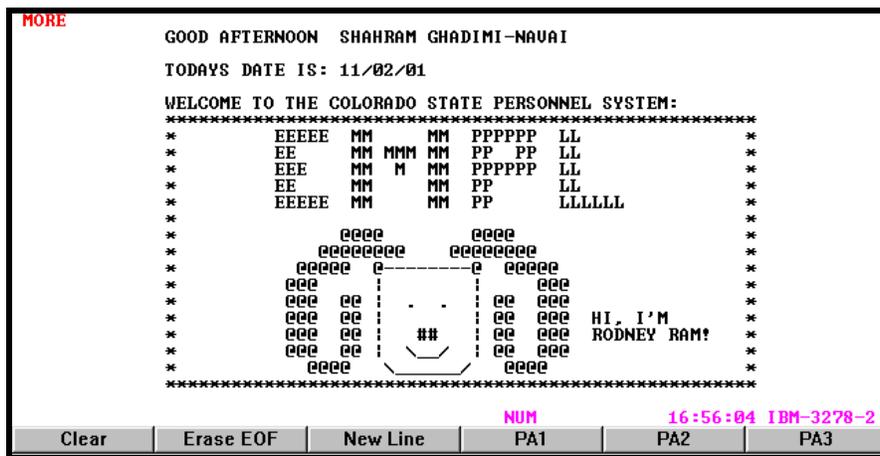
If there are messages from the EMPL Help Desk to the users they will be displayed at this point. These messages are used to update users on recent changes, processing hints, and occasional Human Resource job opportunities within state agencies. Hit enter to move through these messages.

The next screen is the main menu screen.

```
11/07/01              S T A T E   O F   C O L O R A D O              GFMDAAA

        UPDATE ACTIONS:        A CLASSIFIED
                               B NON CLASSIFIED

                               D JUDICIAL
                               E TABLES

        INQUIRY ACTIONS:       K FILES
                               L TABLES
                               M MASS ACTION ERRORS

        REPORT ACTIONS:        Q ON-LINE
                               R PRINTED

        MISC ACTIONS:          7 PAYROLL/BENEFITS

                               9 TERMINATE

   SELECT ACTION TYPE ■        AGENCY ____          ACTION CODE ___
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP          EXIT  READ
                                            NUM              09:34:38 IBM-3278-2
```
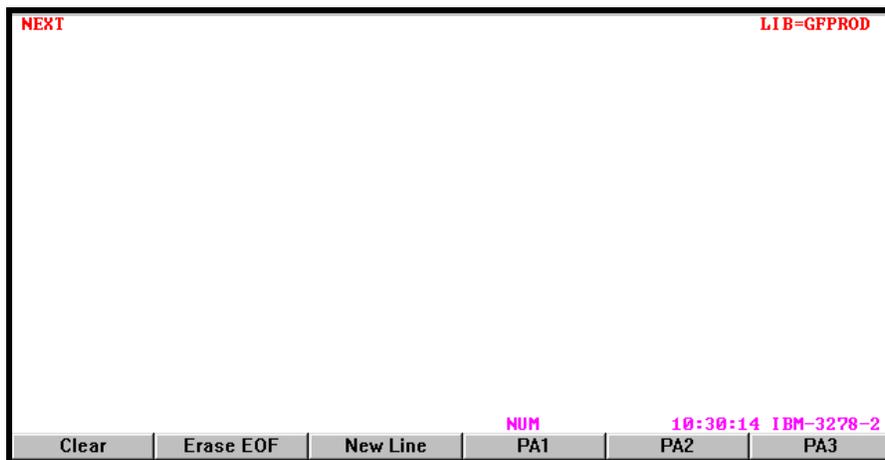
| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

You have now completed all of the security steps for using EMPL. The security system within the EMPL determines whether the user has inquiry only, or update ability. It also restricts the agencies whose records the user may update.

The above menu is called the Primary Selection Screen and provides EMPL users access to the full EMPL Segment. Users may be restricted on some action codes as noted in the section on security because of restrictions created by decentralization agreements.

• **Logging Off**

Leaving EMPL can be done quickly from almost any screen in the system. The "terminate" activity will either require the user to enter a specific number or letter combination at the prompt, type an "X" in front of a selection listed as Terminate, press the F3 button, or simply press the clear button designated by your terminal emulation program.

In any case, the following screen will appear:


```
NEXT                                                          LIB=GFPROD




                                            NUM              10:30:14 IBM-3278-2
```

| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

Type "FIN" or simply clear and you should see the following screen:

```
NAT9995 NATURAL SESSION TERMINATED NORMALLY




                                              NUM              10:52:03 IBM-3278-2
      Clear    |   Erase EOF   |   New Line   |   PA1    |    PA2    |    PA3
```

Type "CSSF LOGOFF" and press the enter key. Depending on how you are connecting to the system, you will now see the following screen or a similar screen:

```
DFHCE3590 Sign-off is complete.




                                              NUM              11:06:23 IBM-3278-2
      Clear    |   Erase EOF   |   New Line   |   PA1    |    PA2    |    PA3
```

After a short pause, the terminal will return to the GGCC screen as shown.

```
                        Term-ID DIC6



                        C I T S   TCP/IP

                        RESTRICTED ACCESS
                        ---------- ------

              Please be advised that all sessions may be periodically
              monitored to ensure system security.


                   UNAUTHORIZED USE IS STRICTLY PROHIBITED


                        Term-ID DIC6
                                            11:14:05 NUT
```

You may now close your telnet session.

INQUIRY

Inquiry is used for viewing the various types of data on EMPL without updating the database. There are two types of inquiry on the primary menu screen below.

```
11/07/01              S T A T E   O F   C O L O R A D O          GFMDAAA

        UPDATE ACTIONS:      A CLASSIFIED
                             B NON CLASSIFIED

                             D JUDICIAL
                             E TABLES

        INQUIRY ACTIONS:     K FILES
                             L TABLES
                             M MASS ACTION ERRORS

        REPORT ACTIONS:      Q ON-LINE
                             R PRINTED

        MISC ACTIONS:        7 PAYROLL/BENEFITS

                             9 TERMINATE

     SELECT ACTION TYPE         AGENCY              ACTION CODE
     Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP         EXIT  READ
                                                    NUM            13:29:08 IBM-3278-2
     Clear      |  Erase EOF  |  New Line  |   PA1   |   PA2   |   PA3
```

1)   Action type "K" (Files):
      This selection will display the File - Inquiry Selection menu. Using this selection allows inquiries to be made to the Class, Position, Employee, Demographic, Job and Pay-Ret-Misc files. More information regarding these file inquiries can be found in the section titled: Inquiry - Files.

2)   Action type "L" (Tables):
      This selection will display the Tables - Inquiry Selection menu. Using this selection allows inquiries to be made to the Tables files. More information regarding Table Inquiries can be found in the section titled: Inquiry - Tables.

The first step in using inquiry is to select the type of inquiry to be displayed. These selection screens are intermediate processing steps that lead to specific files or tables.

Type the inquiry type in the field next to "SELECT ACTION TYPE" and type your agency code in the field adjacent to "AGENCY" and enter.

INQUIRY – FILES

After selecting "FILES" (Action Type "K") for inquiry, the terminal will show the following screen:

```
11/07/01              S T A T E   O F   C O L O R A D O          GFMQAA
                      EMPL – FILE – INQUIRY SELECTION

CLASS                       EMPLOYEE                 DEMOGRAPHICS
  C1  CLASS                   E1  EMPLOYEE             D1  DEMOGRAPHICS
  C2  STEP VALUES             E2  PERFORMANCE          D2  PREVIOUS SSN
  C3  SALARY RANGES           E3  CONTRACT/MISC        D3  EMERGENCY CONTACTS
  C4  MAINTENANCE STUDIES     E4  LABOR LEVELS
                            POSITION                 PAY-RET-MISC
JOB                           P1  POSITION             M   PAY-RET-MISC
  J   JOB                     P2  BUSINESS ADDRESS

           SELECT ACTION TYPE

                  SSN              SUFFIX 1         ORG ID
                  AGENCY AAA    POSITION NUMBER 00000  CLASS
                          JOB/HISTORY 1 01
                          JOB/HISTORY 2 02
                          HISTORY 3 03
                          HISTORY 4 04
                          RECORD NUMBER   1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU  EXIT
                                       NUM           13:57:13 IBM-3278-2
   Clear    |   Erase EOF   |   New Line   |   PA1   |   PA2   |   PA3
```

Each file has its own specific screen and only information related to the file being queried will be displayed. You may return to the Primary Selection screen (main menu) by pressing **F2** or exit the system by pressing **F3**.

The File - Inquiry Selection Screen is programmed to provide the user with information for additional inquiries on the same person, class or position. For example, if the user does an inquiry on the employee by entering the social security number as shown below in the section on employee, the next time the user returns to the File - Inquiry Selection screen the program, the fields for the class, agency, and position number of the employee will be filled. The user can then make further inquiries without having to re-enter these fields.

Class, Employee, and Position files consist of records and occurrences. Each file may have up to 99 records and each record can have up to ten occurrences.

You can navigate the records and occurrences within a file by indicating the occurrence (History Number) and record number on the main inquiry screen,

```
JOB/HISTORY 1 01
JOB/HISTORY 2 02
      HISTORY 3 03
      HISTORY 4 04
      RECORD NUMBER   1
```

Or

by pressing **F12** and indicating the occurrence (History Number) and record number while viewing the file.

```
---------HISTORY---------
SELECT HISTORY NUMBER

  01  HISTORY 1
  02  HISTORY 2
  03  HISTORY 3
  04  HISTORY 4

RECORD NUMBER    1
```

Below are procedures for accessing the different inquiry files. Please note that only one file can be queried at a time.

• CLASS

Type "C1" at the prompt adjacent to "SELECT ACTION TYPE" on the inquiry menu. Tab to the field for "CLASS" and type in the class code for the class you would like to view.

```
06/12/02              S T A T E   O F   C O L O R A D O          GFMQAA
                      EMPL - FILE - INQUIRY SELECTION

CLASS                        EMPLOYEE                  DEMOGRAPHICS
 C1  CLASS                    E1  EMPLOYEE              D1  DEMOGRAPHICS
 C2  STEP VALUES              E2  PERFORMANCE           D2  PREVIOUS SSN
 C3  SALARY RANGES            E3  CONTRACT/MISC         D3  EMERGENCY CONTACTS
 C4  MAINTENANCE STUDIES      E4  LABOR LEVELS
                             POSITION                  PAY-RET-MISC
JOB                           P1  POSITION              M   PAY-RET-MISC
 J   JOB                      P2  BUSINESS ADDRESS

              SELECT ACTION TYPE C1

                 SSN               SUFFIX 1        ORG ID
                 AGENCY AAA    POSITION NUMBER 00000  CLASS G2D4XX
                        JOB/HISTORY 1 01
                        JOB/HISTORY 2 02
                          HISTORY 3 03
                          HISTORY 4 04
                        RECORD NUMBER  1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU  EXIT
                                        NUM              11:54:48 IBM-3278-2
   Clear         Erase EOF       New Line        PA1          PA2          PA3
```

To view the most current history record, leave the record number as "1". The fields for history are automatically populated with "01" to "04" which are the occurrences within the record. Each record contains ten occurrences.

Press the Enter key and the following screen will appear:

```
11/07/01              S T A T E   O F   C O L O R A D O          GFMQABA
                      EMPL - CLASS INQUIRY

        CLASS G2D4XX      SUPERVISORY CLASS Y            RECORD NUMBER   1
    JOB GROUP 6020                                       RECORD COUNT    2
EEO4 JOB SOC 6385
EEO6 JOB SOC 4385

           CLASS TITLE DATA SPECIALI  DATA SPECIALI  DATA SPECIALI  DATA SPECIALI
                       ST             ST             ST             ST
                GRADE  G38            G38            G38            G38
       EFFECTIVE DATE  2001/07/01     2000/07/01     1999/07/01     1999/07/01
ACTION CODE/SEQ/NUMBER 020 M          020 M          020 M 19999    003 J 19999
            HIRE STEP
     PAY DIFFERENTIAL  1              1              1              1
    OCCUPATIONAL GROUP G-ASR          G-ASR          G-ASR          G-ASR
          CLASS STATE  4              4              4              4
           ENTRY DATE  2001/07/07     2000/07/07     1999/07/02     1999/07/01
          OPERATOR ID  G35M           G35M           G56M           G53M
       HISTORY NUMBER  01             02             03             04

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU  EXIT  RANG  STEP  STDY                      PREU         HIST
                                        NUM              16:00:30 IBM-3278-2
   Clear         Erase EOF       New Line        PA1          PA2          PA3
```

To see more occurrences and/or records press **F12** to get the following dialogue box:

```
+---------HISTORY---------+
: SELECT HISTORY NUMBER   :
:                         :
:   01 HISTORY 1          :
:   02 HISTORY 2          :
:   03 HISTORY 3          :
:   04 HISTORY 4          :
:                         :
: RECORD NUMBER    1      :
+-------------------------+
```

You may then change the "HISTORY 1, 2, 3, 4" and/or "RECORD NUMBER" to view more occurrences or records. If the numbers are not entered in correct order, the records will not be displayed in the correct order. For example, if HISTORY 1 is changed to 06 and the enter key is pressed, occurrences 06, 02, 03, and 04 of record 1 will be displayed.

You may press **F4** from the class inquiry screen to access "SALARY RANGES INQUIRY" (below) for the class you are inquiring into. You can also access this by choosing "C3" from the main inquiry menu.   You can toggle between "CLASS INQUIRY" and "SALARY RANGES INQUIRY" by pressing **F4**.

```
 11/07/01                 S T A T E   O F   C O L O R A D O             GFMQBAE
                          EMPL - SALARY RANGES INQUIRY

   CLASS G2D4XX                                          RECORD NUMBER   1
                                                         RECORD COUNT    2

              ACTION CODE 020          020          020          003
           EFFECTIVE DATE 2001/07/01   2000/07/01   1999/07/01   1999/07/01

                JOB RATE               2924.000     2814.000     2680.000
               MIN SALARY  2232.000    2142.000     2062.000     1964.000
               MAX SALARY  3169.000    3170.000     3051.000     2906.000
            FIVE YR VALUE  3019.000    2897.000     2788.000     2655.000
           TRADITIONAL MAX            3041.000     2927.000     2788.000
           SURVEY PERCENT  .04200     .03900       .05000
                    GRADE G38         G38          G38          G38
           HISTORY NUMBER        01           02           03           04




 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            MENU  EXIT  GNRL  STEP  STDY                     PREV        HIST
                                              NUM            16:27:52 IBM-3278-2
   Clear        Erase EOF       New Line        PA1        PA2         PA3
```

You can also toggle between "CLASS INQUIRY" and the "MAINTENANCE STUDIES" (below) information for the Class by pressing F6. You are also able to access this information by choosing C4 from the main inquiry screen.

```
 11/13/01                 S T A T E   O F   C O L O R A D O             GFMQBAF
                          EMPL - CLASS INQUIRY

 CLASS G2D4XX        PROPOSED OCCUPATIONAL GROUP             RECORD NUMBER   1
                              OCCSTUDY PERCENT +.00000       RECORD COUNT    1

 EFFECTIVE   ACT   OCC            MAX    OVER    OVER    PRIOR    PRIOR   CLASS
   DATE      CODE  GROUP   GRADE  INC    CLASS   AGENCY  CLASS    AGENCY  NOTE

 1999/07/01  003   G-ASR    G38          G2D5XX          G2E3XX             A
 1999/03/01  003   G-ASR    G38          G2D5XX          G2E2TX             A
 1999/03/01  003   G-ASR    G43          G2D5XX          A2703B             A
 1993/09/01  003   G-ASR    075                          A2703B
 1993/09/01  003   G-ASR    075                          A2703A




 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       HELP  MENU  EXIT  RANG  STEP  GNRL  BKWD  FRWD          PREV
                                              NUM            12:13:00 IBM-3278-2
   Clear        Erase EOF       New Line        PA1        PA2         PA3
```

If you are looking for an item of history but are unable to find it, or are finding occurrences that are blank, you may want to check if the file has multiple records. Records within this file are kept in groups of ten occurrences, e.g. if the record has 14 occurrences the oldest ten are held in record number 2 and the remaining 4 are held in record number 1. Record 1 occurrence 1 always contains the most recent information.

As new occurrences are added they are placed on record number 1 until record number 1 has ten occurrences. When another occurrence is added, the ten occurrences held in record number 2 becomes record number 3, the ten occurrences held in record number 1 become record number 2 and the new item of history would become the only history occurrence in record number 1. To check if the file has multiple record numbers press **F12** and TAB to the record number field. Type in 2 and enter. Any occurrences in the record will be displayed.

Option "C2", "STEP VALUES", is used for viewing current grades and steps for the Judicial System and old grades and steps for the classified system prior to conversion to the open ranges in July 1998.

```
MORE
                       EMPLOYEE - INQUIRY - CLASS - SALARIES
HISTORY NUMBER/GRADE        05    G30      06    068      07    067      08    066
             SALARY1   000000.000   001712.000   001667.000   001630.000
CLASS G3A3*B SALARY2   000000.000   001798.000   001750.000   001712.000
             SALARY3   000000.000   001888.000   001837.000   001798.000
RECORD       SALARY4   000000.000   001982.000   001929.000   001888.000
 NUMBER 01   SALARY5   000000.000   002081.000   002025.000   001982.000
             SALARY6   000000.000   002185.000   002126.000   002081.000
RECORD       SALARY7   000000.000   002294.000   002232.000   002185.000
  COUNT 02   SALARY8   000000.000   007288.000   007055.000   006816.000
             SALARY9   000000.000   000000.000   000000.000   000000.000
             SALARY10  000000.000   000000.000   000000.000   000000.000
             SALARY11  000000.000   000000.000   000000.000   000000.000
             SALARY12  000000.000   000000.000   000000.000   000000.000
             SALARY13  000000.000   000000.000   000000.000   000000.000
             SALARY14  000000.000   000000.000   000000.000   000000.000
             SALARY15  000000.000   000000.000   000000.000   000000.000
             SALARY16  000000.000   000000.000   000000.000   000000.000
             SALARY17  000000.000   000000.000   000000.000   000000.000
             SALARY18  000000.000   000000.000   000000.000   000000.000
             SALARY19  000000.000   000000.000   000000.000   000000.000
             SALARY20  000000.000   000000.000   000000.000   000000.000
             SALARY21  000000.000   000000.000   000000.000   000000.000
                                           NUM            12:25:06 IBM-3278-2
   Clear    |   Erase EOF   |   New Line   |    PA1     |    PA2     |    PA3
```

Press enter from the inquiry screens to return to the main inquiry menu.

- ## **Position**

The position history contains the general position information such as position classification, status, allotment, funding source, location, organizational unit, and whether or not the position is funded. It also provides specific information about the position such as the position's present and past occupants, and all the actions that have been done on the position since its creation.

To inquire on a position history, record type "P1" at the prompt next to "ACTION TYPE" and enter. The cursor will automatically skip to "AGENCY". Type in the agency code, or if the agency code is already filled in, tab to the "POSITION NUMBER". Enter the five-digit position number using leading zeros, e.g., a position number of 25 would be typed in as 00025,and enter.

```
06/12/02              S T A T E   O F   C O L O R A D O          GFMQAA
                        EMPL - FILE - INQUIRY SELECTION

CLASS                    EMPLOYEE                    DEMOGRAPHICS
  C1  CLASS                E1  EMPLOYEE                D1  DEMOGRAPHICS
  C2  STEP VALUES          E2  PERFORMANCE             D2  PREVIOUS SSN
  C3  SALARY RANGES        E3  CONTRACT/MISC           D3  EMERGENCY CONTACTS
  C4  MAINTENANCE STUDIES  E4  LABOR LEVELS
                           POSITION                   PAY-RET-MISC
JOB                         P1  POSITION               M   PAY-RET-MISC
  J   JOB                   P2  BUSINESS ADDRESS

          SELECT ACTION TYPE P1

               SSN               SUFFIX 1        ORG ID
               AGENCY GLA    POSITION NUMBER 47341   CLASS █
                        JOB/HISTORY 1 01
                        JOB/HISTORY 2 02
                          HISTORY 3 03
                          HISTORY 4 04
                          RECORD NUMBER   1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU   EXIT
                                                NUM         15:11:23 IBM-3278-2
    Clear         Erase EOF        New Line        PA1          PA2          PA3
```

The following screen will appear:

```
11/13/01              S T A T E   O F   C O L O R A D O          GFMQACA
                          EMPL - POSITION INQUIRY
         AGENCY GLA            POSITION NUMBER 47341        RECORD NUMBER   1
CLASS TITLE DATA SPECIALIST                                 RECORD COUNT    4
      NAME

FUND PERCENT:  GENERAL 1.000  FEDERAL        CASH        OTHER
CPP ENTRY           PAYOUT 00   SUPERVISOR AGENCY GLA POSITION 47745
             CLASS G2D4XX          G2D4XX          G2D4XX          G2D4XX
    EFFECTIVE DATE 2001/11/06      2001/09/28      2001/08/15      2001/06/18
ACTION CODE/SEQ/NUM 302 P         420 K           302 P           420 K 00807
      STATUS/STATE 01 4           01 1            01 4            01 1
     SSN/SSN SUFFIX               000-00-0000                     000-00-0000
ALLOTMENT BASE/APPT 2080 1.0000   2080 1.0000     2080 1.0000     2080 1.0000
         CITY CODE 402            402             402             402
   EXPIRATION DATE
  FUNDED/SHELTERED Y N            Y N             Y N             Y N
      PAY DIFF/OT 1 N            1 N             1 N             1 N
ORGANIZATIONAL UNIT 0001506       0001506         0001506         0001506
        ENTRY DATE 2001/11/07     2001/10/15      2001/09/13      2001/06/20
  OP ID/HISTORY NUM JM0003T 01    JM0001T 02      JM0001T 03      QCNU08T 04
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU   EXIT       ADDR                                 PREV      HIST
                                                NUM         15:38:02 IBM-3278-2
    Clear         Erase EOF        New Line        PA1          PA2          PA3
```

Press the enter key to return to the "FILE - INQUIRY SELECTION" (main inquiry menu) screen to inquire on other files. Press **F12** to select more position records and occurrences.

```
+---------HISTORY---------+
| SELECT HISTORY NUMBER   |
|                         |
|   01 HISTORY 1          |
|   02 HISTORY 2          |
|   03 HISTORY 3          |
|   04 HISTORY 4          |
|                         |
| RECORD NUMBER    1      |
+-------------------------+
```

You may press **F5** to view the position's business address (below). This can also be viewed by selecting "P2" from the main inquiry menu.

```
11/13/01                S T A T E   O F   C O L O R A D O            GFMQACB
                           EMPL - POSITION INQUIRY
      AGENCY GLA           POSITION NUMBER 47341            RECORD NUMBER   1
CLASS TITLE DATA SPECIALIST                                 RECORD COUNT    2
       NAME

                              B U S I N E S S

       STREET 1500 ILLINOIS ST                  PO BOX
     ROOM/BOX                           BLDG NAME/NUMBER
         CITY GOLDEN                                STATE CO
          ZIP 80401                                PHONE 303 273 3000 0000

  AREA AVAILABLE 001   005   013   031   059




  ■ MENU    _ EXIT
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            MENU  EXIT        POSN                             PREV
                                           NUM                16:08:37 IBM-3278-2
    Clear    |  Erase EOF  |  New Line  |     PA1     |     PA2     |     PA3
```

Press the enter key to return to the main inquiry menu.

• <u>Employee</u>

In addition to position information such as classification, status, allotment base, and percent FTE, the general section of the employee history contains information regarding the employee's rate of pay, anniversary date, time spent in step 6 or 5-year range, adjustments in the rate of pay, and any actions affecting the employee since appointment.

To inquire on an employee history record, type "E1" at the prompt next to "ACTION TYPE" and enter. Type in the 9-digit social security number of the employee you would like to look up. The cursor will skip to the field for "SUFFIX". This field is automatically populated with the number "1". If the employee you are looking up occupies more than one position, he or she will have employee history under more than one suffix. If necessary, change the suffix and enter.

```
06/13/02                S T A T E   O F   C O L O R A D O            GFMQAA
                         EMPL - FILE - INQUIRY SELECTION

 CLASS                        EMPLOYEE                   DEMOGRAPHICS
  C1  CLASS                    E1  EMPLOYEE               D1  DEMOGRAPHICS
  C2  STEP VALUES              E2  PERFORMANCE            D2  PREVIOUS SSN
  C3  SALARY RANGES            E3  CONTRACT/MISC          D3  EMERGENCY CONTACTS
  C4  MAINTENANCE STUDIES      E4  LABOR LEVELS
                              POSITION                   PAY-RET-MISC
 JOB                           P1  POSITION               M   PAY-RET-MISC
  J  JOB                       P2  BUSINESS ADDRESS

            SELECT ACTION TYPE e1

               SSN 041 58 8994   SUFFIX 1        ORG ID
               AGENCY AAA   POSITION NUMBER 00000  CLASS
                        JOB/HISTORY 1 01
                        JOB/HISTORY 2 02
                          HISTORY 3 03
                          HISTORY 4 04
                        RECORD NUMBER   1
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU   EXIT
                                         NUM           08:09:11 IBM-3278-2
 ┌──────────┬───────────┬────────────┬──────────┬──────────┬──────────┐
 │  Clear   │ Erase EOF │  New Line  │   PA1    │   PA2    │   PA3    │
 └──────────┴───────────┴────────────┴──────────┴──────────┴──────────┘
```

The following screen will be displayed:

```
06/12/02                S T A T E   O F   C O L O R A D O            GFMQADA
                      EMPL - EMPLOYEE INQUIRY - GENERAL
 SSN/SUFFIX   041-58-8994  1       NAME   TESTER ESTER D
 CLASS TITLE  ADMIN ASSISTANT II                      RECORD NUMBER     1
 ALLOT BASE   2080      APPT 1.0000    POS STS  1      RECORD COUNT      1

       EFFECTIVE DATE 2002/06/01    2002/05/02    2002/05/01    2002/04/25
   ACTION CODE/SEQ/NUM 142 Y 18888   684 B         145 Y 18888   335 G
 AGENCY/POSITION NUMBER AAA   02397  AAA   02397   AAA   02397   AAA   02397
             CLASS G3A3XX        G3A3XX        G3A3XX        G3A3XX
 GRADE/STEP/HALF ST IND G30  0    G30  0        G30  0        G30  0
            SALARY    2500.000      2500.000      2500.000      2000.000
  ANNIV DATE/CPP MONTH 2099/12       2099/12       2099/12       2099/12
 STEP6 MOS/SAVED PAY DT 00          00            00            00
      BASE ADJ DOLLARS    +0.00        +0.00       +500.00         +0.00
      BASE ADJ PERCENT    +0.00        +0.00        +25.00         +0.00
  NON BASE ADJ DOLLARS    +0.00        +0.00         +0.00         +0.00
  NON BASE ADJ PERCENT    +0.00        +0.00         +0.00         +0.00
    NON MONETARY AWARD Y
 OP ID/HISTORY NUMBER G13T    01   G13T    02    G13T    03    G13T    04
          ENTRY DATE 2002/06/06    2002/06/06    2002/05/15    2002/05/08
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU   EXIT                            MISC  PREV  RATE  HIST
                                         NUM           16:29:41 IBM-3278-2
 ┌──────────┬───────────┬────────────┬──────────┬──────────┬──────────┐
 │  Clear   │ Erase EOF │  New Line  │   PA1    │   PA2    │   PA3    │
 └──────────┴───────────┴────────────┴──────────┴──────────┴──────────┘
```

To see more occurrences and/or records press **F12** to get the following dialogue box:

```
+---------HISTORY---------+
| SELECT HISTORY NUMBER   |
|                         |
|   01 HISTORY 1          |
|   02 HISTORY 2          |
|   03 HISTORY 3          |
|   04 HISTORY 4          |
|                         |
|   RECORD NUMBER   1     |
+-------------------------+
```

You may then change the "HISTORY 1, 2, 3, 4" and/or "RECORD NUMBER" to view more occurrences or records. If the numbers are not entered in correct order, the records will not be displayed in the correct order. For example, if HISTORY 1 is changed to 06 and the enter key is pressed, occurrences 06, 02, 03, and 04 of record 1 will be displayed.

You may press **F9** from the Employee inquiry screen to access "EMPLOYEE INQUIRY - MISCELLANEOUS" (below) for the employee you are inquiring into. The miscellaneous section of the employee history provides information like the original hire date, adjusted service date, employee status (certified, trial service, probationary), employee state (active, on LWOP, or STD). You can also access this by choosing "E3" from the main inquiry menu. You can toggle between "EMPLOYEE INQUIRY - GENERAL" and "EMPLOYEE INQUIRY - MISCELLANEOUS" by pressing **F9**.

```
06/12/02            S T A T E   O F   C O L O R A D O           GFMQADC
                    EMPL - EMPLOYEE INQUIRY - MISCELLANEOUS
       SSN/SUFFIX 041-58-8994  1    NAME   TESTER ESTER D
   INIT EMP DATE 2002/02/01                              RECORD NUMBER    1
   ADJ SERV DATE 2002/03/01    CPP ENTRY DATE 2002/06/03  RECORD COUNT    1


        EFFECTIVE DATE 2002/06/01    2002/05/02    2002/05/01    2002/04/25
      ACTION CODE/SEQ/NUM 142 Y 18888  684 B       145 Y 18888   335 G
   AGENCY/POSITION NUMBER AAA   02397  AAA   02397 AAA   02397   AAA   02397
                 ORG ID AAA          AAA           AAA           AAA
                  CLASS G3A3XX       G3A3XX        G3A3XX        G3A3XX
        EMPLOYEE STATUS 1            1             1             1
         EMPLOYEE STATE 4            4             4             4
    POSITION ENTRY DATE 2002/04/25   2002/04/25    2002/04/25    2002/04/25
     STATUS CHANGE DATE 2002/03/22   2002/03/22    2002/03/22    2002/03/22
      CLASS CHANGE DATE 2002/03/01   2002/03/01    2002/03/01    2002/03/01
          CONTRACT DATE
   CONTRACT FISCAL YEAR
      SEPARATION REASON
            OPERATOR ID G13T         G13T          G13T          G13T
         HISTORY NUMBER 01           02            03            04
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         MENU   EXIT                                  GEN    PREV  RATE  HIST
                                        NUM              16:33:08 IBM-3278-2
```
| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

You can also toggle between "EMPLOYEE INQUIRY - GENERAL" and the "EMPLOYEE INQUIRY PERFORMANCE INFORMATION" (below) information for the Employee by pressing **F11**. You are also able to access this information by choosing E2 from the main inquiry screen.

```
06/12/02                S T A T E   O F   C O L O R A D O          GFMQADB
                              EMPL - EMPLOYEE INQUIRY
                             PERFORMANCE INFORMATION

  SSN/SUFFIX
        NAME    TESTER ESTER D
 CLASS TITLE   ADMIN ASSISTANT II

 EFFECTIVE   ACTION  RATING   RATING       TYPE  RATING     REVIEWER NAME
   DATE                        DATE              DUE DT

 2002/05/02   684      0     2002/04/30      A    2003/04   MR. SUPERVISOR
 2002/02/01   302      0                     A    2002/04




 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  EXIT                      BKWD  FRWD  MISC  PREV  GEN
                                            NUM               16:49:52 IBM-3278-2
      Clear          Erase EOF          New Line        PA1        PA2        PA3
```

"LABOR LEVELS / PAY RULE" information for the employee can be viewed by choosing **E4** from the main inquiry menu. These fields are used by those agencies using an electronic time keeping and leave tracking system such as KRONOS. An example of this screen is shown below:

```
11/23/01                S T A T E   O F   C O L O R A D O          GFMQADD
                              EMPL - EMPLOYEE INQUIRY
                              LABOR LEVELS / PAY RULE

   SSN/SUFFIX
         NAME


         LABOR LEVEL 2   HUMAN.RESOURCES
         LABOR LEVEL 3   LL3UNASSIGNED
         LABOR LEVEL 4   LL4UNASSIGNED
         LABOR LEVEL 5   LL5UNASSIGNED

         PAY RULE        138
```

• __Demographics__

The "DEMOGRAPHIC INQUIRY – GENERAL" file contains demographic information such as an employee's home address, birth date, sex, ethnicity, disabilities and veteran status. The "DEMOGRAPHIC INQUIRY - EMERGENCY CONTACTS/LICENSES" file contains the employee's emergency contact information as well as any license, certification, or registrations the employee may have. The "DEMOGRAPHIC INQUIRY - PREVIOUS SSN AND NAMES" file contains any names or social security numbers previously used by the employee.

To conduct an inquiry into an employee's demographic information choose "D1" from the main inquiry menu.

```
06/26/02                S T A T E   O F   C O L O R A D O              GFMQAA
                        EMPL - FILE - INQUIRY SELECTION

CLASS                        EMPLOYEE                   DEMOGRAPHICS
  C1  CLASS                    E1  EMPLOYEE               D1   DEMOGRAPHICS
  C2  STEP VALUES              E2  PERFORMANCE            D2   PREVIOUS SSN
  C3  SALARY RANGES            E3  CONTRACT/MISC          D3   EMERGENCY CONTACTS
  C4  MAINTENANCE STUDIES      E4  LABOR LEVELS
                             POSITION                   PAY-RET-MISC
JOB                            P1  POSITION               M   PAY-RET-MISC
  J   JOB                      P2  BUSINESS ADDRESS

           SELECT ACTION TYPE d1

              SSN 051 58 8994    SUFFIX 1        ORG ID GHA
              AGENCY GHA   POSITION NUMBER        CLASS
                      JOB/HISTORY 1 01
                      JOB/HISTORY 2 02
                        HISTORY 3 03
                        HISTORY 4 04
                      RECORD NUMBER ▉1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            MENU   EXIT
                                        NUM           08:56:46 IBM-3278-2
```
| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

Enter the 9-digit social security number of the employee you would like to look up and enter. The "DEMOGRAPHIC INQUIRY – GENERAL" will be displayed:

```
11/23/01              S T A T E   O F   C O L O R A D O              GFMQAEA
                      EMPL - DEMOGRAPHIC INQUIRY - GENERAL
            SSN   051-58-8994
PERSON TITLE  MR     NAME  TESTER JR CHESTER THE
      STREET  1313 WILLIAMS ST              PO BOX
APARTMENT/UNIT  402                  BLDG NAME/NUMBER
        CITY  ARVADA                          STATE  CO
         ZIP  80218-                          PHONE  303-333-7788-0000
EFFECTIVE DATE  2001/09/17                      SEX  M
  ACTION CODE  640                           ETHNIC  3
   I9 STATUS  Y                          BIRTH DATE  1953/04/29
I9 STATUS DATE  2001/05/01                DISABILITY  B
   I9 AGENCY  GHA                     EDUCATION LEVEL      8
    VISA DATE  2002/10/01              CITIZENSHIP  CA
    VISA TYPE
  VETERAN TYPE  2
  VETERAN TIME  20/00/00
E-MAIL ADDRESS
   ENTRY DATE  2001/09/17
  OPERATOR ID  G13T
▉ MENU    _ EXIT
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            MENU   EXIT                              MISC  PREV  EMER
                                        NUM           14:59:01 IBM-3278-2
```
| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

You can toggle between the "DEMOGRAPHIC INQUIRY – GENERAL" and "DEMOGRAPHIC INQUIRY - EMERGENCY CONTACTS/LICENSES" (below) by pressing **F11**:

```
11/23/01                  S T A T E   O F   C O L O R A D O            GFMQAEB
                  EMPL – DEMOGRAPHIC INQUIRY – EMERGENCY CONTACTS/LICENSES

          SSN  051-58-8994  NAME  TESTER JR CHESTER THE
           EMERGENCY CONTACT NAME  BEST BUDDY
             EMERGENCY HOME PHONE  303-420-3377 EXT
             EMERGENCY WORK PHONE  303-866-1900 EXT

                 EMERGENCY DOCTOR
           EMERGENCY DOCTOR PHONE  000-000-0000
               EMERGENCY HOSPITAL
         EMERGENCY HOSPITAL PHONE  000-000-0000
             LICENSES  CERT REGS1
             LICENSES  CERT REGS2
             LICENSES  CERT REGS3
             LICENSES  CERT REGS4
             LICENSES  CERT REGS5

                      ENTRY DATE  2001/09/17
                     OPERATOR ID  G13T
          _ MENU    _ EXIT
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU  EXIT                                    MISC  PREU  GEN
                                              NUM           15:03:00 IBM-3278-2
      Clear      |  Erase EOF  |   New Line  |    PA1    |    PA2    |    PA3
```

You may also access this screen by choosing "D3" from the main inquiry menu.

You can toggle between the "DEMOGRAPHIC INQUIRY – GENERAL" and "DEMOGRAPHIC INQUIRY - PREVIOUS SSN AND NAMES" (below) by pressing the **F9** button. You may also access this screen by choosing "D2" from the main inquiry menu.

```
11/23/01                  S T A T E   O F   C O L O R A D O            GFMQAEC
                  EMPL – DEMOGRAPHIC INQUIRY – PREVIOUS SSN AND NAMES

   SSN  051-58-8994  NAME  TESTER JR CHESTER THE
                          PREVIOUS SOCIAL SECURITY NUMBERS
CHG DAT  0000/00/00   0000/00/00   0000/00/00   0000/00/00   0000/00/00
    SSN  000-00-0000  000-00-0000  000-00-0000  000-00-0000  000-00-0000

                      P R E V I O U S   N A M E S
          LAST            SUFFIX          FIRST           MIDDLE




  ■ MENU    _ EXIT
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU  EXIT                                    EMER  PREU  GEN
                                              NUM           16:23:04 IBM-3278-2
      Clear      |  Erase EOF  |   New Line  |    PA1    |    PA2    |    PA3
```

To return to the main menu press **F2** or exit the system by pressing **F3**.

- ## __Job__

The job screen contains information on when the employee's pay should start, when should it end, the payroll schedule that the employee should be paid on, the account(s) the employee should be paid from, as well as other general employee and position information.

Type "J" at "SELECT ACTION TYPE" and tab to "SSN". Type in the 9-digit social security number of the employee you are inquiring into. The cursor will skip to the SUFFIX field. Type in the appropriate SSN suffix to be displayed. Type in the org ID for the agency where the employee works. Choose the job record you would like to inquire into by tabbing to "JOB/HISTORY" 1 and 2 and typing in the job record number.

```
06/26/02              S T A T E   O F   C O L O R A D O        GFMQAA
                       EMPL - FILE - INQUIRY SELECTION

CLASS                        EMPLOYEE                 DEMOGRAPHICS
  C1  CLASS                    E1  EMPLOYEE             D1  DEMOGRAPHICS
  C2  STEP VALUES              E2  PERFORMANCE          D2  PREVIOUS SSN
  C3  SALARY RANGES            E3  CONTRACT/MISC        D3  EMERGENCY CONTACTS
  C4  MAINTENANCE STUDIES      E4  LABOR LEVELS
                             POSITION                 PAY-RET-MISC
JOB                            P1  POSITION             M   PAY-RET-MISC
  J   JOB                      P2  BUSINESS ADDRESS

             SELECT ACTION TYPE j

               SSN 051 58 8994    SUFFIX 1         ORG ID gha
               AGENCY GHA   POSITION NUMBER 00000  CLASS
                      JOB/HISTORY 1 01
                      JOB/HISTORY 2 02
                      HISTORY 3 03
                      HISTORY 4 04
                      RECORD NUMBER ■1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU   EXIT
                                        NUM            15:36:23 IBM-3278-2
    Clear        Erase EOF       New Line        PA1          PA2          PA3
```

Press Enter to display the job record(s).

```
MORE ■
  11/26/01                    INQUIRY - JOB                    GFNQAGA
SSN 051 58 8994 ORG ID GHA    NAME TESTER CHESTER
JOB NBR 1                      ENTRY DATE 2001 09 10     OPERATOR ID G13
    SSN SUFFIX 1               SHIFT INDICATOR D
    BEGIN DATE 2000 10 01      END DATE 2001 02 01       CLASS G3A3*A
    AGENCY/UNIT GHA            TIME REPORT CODE P         PAY CYCLE B1
    % FULL TIME 1.0000         SALARY CODE H              POSITION-NUMBER 00037
    TERM/POSITION STATUS 38    GRADE/STEP G30    0        SALARY      10.385
            ACCOUNT           EARN   START        STOP      PERCENT    SALARY AMT
PAYROLL       Y       00037    REG  2000 10 01  2001 02 01  1.0000         0.000
                                    0000 00 00  0000 00 00  0.0000         0.000
                                    0000 00 00  0000 00 00  0.0000         0.000

  JOB NBR 2                     ENTRY DATE 2001 09 10     OPERATOR ID G13
    SSN SUFFIX                  SHIFT INDICATOR
    BEGIN DATE 0000 00 00       END DATE 0000 00 00        CLASS
    AGENCY/UNIT                 TIME REPORT CODE           PAY CYCLE
    % FULL TIME 0.0000          SALARY CODE                POSITION-NUMBER 00000
    TERM/POSITION STATUS  0     GRADE/STEP         0        SALARY       0.000
            ACCOUNT            EARN   START        STOP      PERCENT    SALARY AMT
                                    0000 00 00  0000 00 00  0.0000         0.000
                                    0000 00 00  0000 00 00  0.0000         0.000
                                    0000 00 00  0000 00 00  0.0000         0.000
                                        NUM            13:58:15 IBM-3278-2
    Clear        Erase EOF       New Line        PA1          PA2          PA3
```

The Job Inquiry screen can display only two jobs at a time. When more than two job numbers are to be displayed return to the inquiry screen and type the next job numbers in the "JOB/HISTORY 01" and "JOB/HISTORY 02" fields. Enter to return to the main inquiry menu.

PAY-RET-MISC

This file contains information regarding the employee's status, when the employee's status changed, the employee's home agency unit, distribution sort (where the employee's pay advice or other information should be sent for distribution). It also contains retirement plan information such as whether the employee is participating in PERA, is a retiree, or participates in a different retirement plan. There are also optional miscellaneous fields that can be used by the agencies.

To inquire into an employee's payroll, retirement, and miscellaneous information type "M" at "SELECT ACTION TYPE" on the main inquiry menu. Type in the 9-digit social security number of the employee. The cursor will skip to the SUFFIX field. Type in the appropriate SSN suffix to be displayed. Type in the org ID for the agency where the employee works.

```
06/28/02              S T A T E   O F   C O L O R A D O        GFMQAA
                         EMPL - FILE - INQUIRY SELECTION

CLASS                        EMPLOYEE                    DEMOGRAPHICS
 C1  CLASS                    E1  EMPLOYEE                D1  DEMOGRAPHICS
 C2  STEP VALUES              E2  PERFORMANCE             D2  PREVIOUS SSN
 C3  SALARY RANGES            E3  CONTRACT/MISC           D3  EMERGENCY CONTACTS
 C4  MAINTENANCE STUDIES      E4  LABOR LEVELS
                             POSITION                    PAY-RET-MISC
JOB                           P1  POSITION                M   PAY-RET-MISC
 J   JOB                      P2  BUSINESS ADDRESS

           SELECT ACTION TYPE M

              SSN 051 58 8994   SUFFIX 1        ORG ID GHA
              AGENCY GHA   POSITION NUMBER 00000  CLASS
                      JOB/HISTORY 1 01
                      JOB/HISTORY 2 02
                        HISTORY 3 03
                        HISTORY 4 04
                      RECORD NUMBER ■1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU  EXIT
                                          NUM            10:10:09 IBM-3278-2
    Clear        Erase EOF      New Line      PA1        PA2        PA3
```

Press the enter key to display the inquiry screen.

```
11/26/01              S T A T E   O F   C O L O R A D O        GFMQAHA
                        EMPL - INQUIRY - PAY-RET-MISC
              SSN/SUFFIX  051-58-8994 1              ORD ID  GHA
                    NAME  TESTER JR CHESTER THE

                  AGENCY  GHA                 ACTION CODE  801
          EFFECTIVE DATE  2000/10/01     HOME AGENCY UNIT  GHA
       DISTRIBUTION SORT  GHA
             STATUS DATE  2000/10/01    EMPLOYMENT STATUS  A
        ANNUALIZED SALARY              BENEFITS BASE SALARY
       COFRS ORGANIZATION                   FLSA ELIGIBLE  Y
                BADGE ID
          RETIREMENT PLAN  P                    PLAN DATE  2000/10/01
    EARLY RETIREMENT DATE                  RETIREMENT DATE
      LEAVE ACCRUAL PLAN               LEAVE ACCRUAL DATE
         LOA RETURN DATE                       LOA REASON
               LWOP YTD
                         <YS MS DS>                LWOP ETD
                 ITSUP2U                                <YS MS DS HS>
              ENTRY DATE  2001/09/10           OPERATOR ID  G13T
    ■ MENU   _ EXIT
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          MENU   EXIT                                        PREV
                                          NUM            14:11:12 IBM-3278-2
    Clear        Erase EOF      New Line      PA1        PA2        PA3
```

Press the enter key to return to the main inquiry menu.

INQUIRY – TABLES SELECTION

Tables are compiled lists of codes, data, and values contained in the EMPL system or may be entered into the system. For example, the Action Code table, lists all possible action codes, their descriptions, and whether they are used by classified, non-classified, or judicial systems. The City Code table lists all city codes that are accepted by the system. The Separation Code table is a list of all acceptable separation codes.

Type in "L" for "TABLES" at "SELECT ACTION TYPE" and your agency code at "AGENCY" and enter.

```
06/28/02              S T A T E   O F   C O L O R A D O            GFMDAAA

           UPDATE ACTIONS:      A CLASSIFIED
                                B NON CLASSIFIED

                                D JUDICIAL
                                E TABLES

           INQUIRY ACTIONS:     K FILES
                                L TABLES
                                M MASS ACTION ERRORS

           REPORT ACTIONS:      Q ON-LINE
                                R PRINTED


           MISC ACTIONS:        7 PAYROLL/BENEFITS

                                9 TERMINATE

    SELECT ACTION TYPE l        AGENCY aaa          ACTION CODE ___
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP        EXIT  READ
                                             NUM          10:43:39 IBM-3278-2
    Clear    |  Erase EOF  |  New Line  |   PA1   |   PA2   |   PA3
```

The "TABLE – INQUIRY SELECTION" will be displayed:

```
11/26/01                   TABLE - INQUIRY SELECTION              GFMQAY

   AA   ACTION CODE          BA   ERROR CODE          CA   PAY DIFFERENTIAL
   AC   AGENCY               BC   ETHNIC CODE         CB   PAY PLAN TABLES
   AE   AREA NAME            BE   JOB GROUP           CC   PERSON TITLE
   AG   CENSUS               BG   JOB GROUP TITLE     CE   POSITION STATUS
   AI   CITIZENSHIP          BI   LEAVE ACCRUAL PLAN  CF   RATING
   AK   CITY CODE            BK   LICENSES CERT REGS  CG   RETIREMENT PLAN
   AL   CLASS NOTE           BM   LOA REASON          CK   SALARY TABLES
   AM   CO CITIES            BN   MERIT PAY KEY       CM   SECURITY CHECK
   AN   COUNTY - NO MAP      BO   MERIT STEP RANGE    CN   SEPARATION REASON
   AO   COUNTY - MAP         BQ   MESSAGE             CO   SHIFT INDICATOR
   AQ   DEPARTMENT           BS   NAME SUFFIX         CQ   SOC
   AS   DISABILITY           BU   OCCUPATIONAL GROUP  CS   STATE
   AU   EARNINGS             BW   ORG  ID             CU   TIME REPORT
   AW   EEO4 JOB SOC         BY   PAY CYCLE           CW   VETERAN TYPE
   AY   EEO6 JOB SOC                                  CY   VISA TYPE
   AZ   EMPLOYMENT STATUS

   97   DISPLAY PRINTED REPORT SELECTION - TABLES
   98   DISPLAY PRIMARY SELECTION
   99   TERMINATE
   SELECT TYPE OF ACTION █
                                        CAPS NUM        15:00:05 IBM-3278-2
    Clear    |  Erase EOF  |  New Line  |   PA1   |   PA2   |   PA3
```

To view the "PRINTED REPORT SELECTION – TABLES" Type "97" at "SELECT TYPE OF ACTION" and press the enter key. To return to the "PRIMARY SELECTION SCREEN" at any point during processing, type "98" at "SELECT TYPE OF ACTION" and press the enter key. To exit from the system, type "99" at "SELECT TYPE OF ACTION" and press the enter key.

Each table has its own specific screen and only one table can be displayed at a time. To view a particular table, type in the 2-character code that precedes the table name at "SELECT TYPE OF ACTION" and press the enter key. The system limits table inquiry display to five screens per request. Larger tables require a range selection screen similar to the one below:

```
                       INQUIRY - ACTION CODE TABLE

       INSTRUCTIONS:   ENTER ACTION CODE AS: 'XXX' THRU 'XXX'

                       MAXIMUM OF 5 SCREENS WILL BE DISPLAYED



       ACTION CODE  ▊      THRU




  DISPLAY TABLE INQUIRY SELECTION
  DISPLAY PRIMARY PRINTED REPORT SELECTION
  DISPLAY PRIMARY SELECTION                 TERMINATE
                                       NUM          15:57:09 IBM-3278-2
   Clear    |   Erase EOF   |   New Line  |    PA1   |   PA2   |   PA3
```

To display a single line of a table, enter the code in the first field and leave the "THRU" field blank. To display a range of codes enter the low code first and then the high code. If a large range is selected, only five screens will be displayed. After the fifth screen the selection screen will be returned for another range selection.

For example, to view action codes between 200 and 300, type 200 next to "ACTION CODE" and 300 next to "THRU" and press the enter key.

```
MORE ▊                  INQUIRY - ACTION CODE TABLE
           CLASSIFIED
             JUDICIAL        USE    ACTION
  ACTION      MERIT        AUTHOR-   CODE
   CODE      NON-CLASS   IZATION  SEQUEN       ACTION CODE DESCRIPTION

   201   C J * N            8       X      ABOLISH POSITION
   203   C J * N            5       F      CREATE POSITION (REGULAR FOR CLASSIFIED,
                                           JUDICIAL, MERIT)
   204   C   *              5       F      CREATE SEASONAL POSITION
                                           (LESS THAN 11 MONTHS)
   205   C                  5       F      CREATE SUBSTITUTE POSITION
   206   C   *              5       F      CREATE TEMPORARY POSITION
   207   C   *              5       F      CREATE TEMPORARY EMERGENCY (15 DAYS)
                                           POSITION
   209   C J * N            5       F      RE-ESTABLISH AN ABOLISHED POSITION
   210   C J * N            8       B      CHANGE POSITION STATUS
   220   C J * N            8       B      CHANGE PAY DIFFERENTIAL
   221   C   *              5       B      CHANGE SHELTERED
   222   C J * N            8       B      CHANGE FUNDED, ORGANIZATIONAL UNIT,
                                           AND FUND PERCENTAGES

                                       NUM          16:13:08 IBM-3278-2
   Clear    |   Erase EOF   |   New Line  |    PA1   |   PA2   |   PA3
```

The cursor will be positioned at the end of the word "MORE". At this point you may either type "GFNDAAA" at the prompt next to "MORE" to return to the main menu, or press enter to display the next screen of the requested table. You will be returned to the "TABLE - INQUIRY SELECTION" at the end of your requested inquiry or when you reach the five screen display limit.

Ordering Printed Reports

To view the "PRINTED REPORT SELECTION" type "97" at "SELECT TYPE OF ACTION" on the "TABLE - INQUIRY SELECTION" and press the enter key.

You may also access this screen by choosing "R" from the main system menu.

Choose "E" from the following menu:

Press the enter button to display the "PRINTED REPORT SELECTION – TABLES" screen.

```
11/26/01              S T A T E   O F   C O L O R A D O              16:33:30.3
                 EMPLOYEE - PRINTED REPORT SELECTION - TABLES

   ■ ACTION CODE *        _ ERROR CODE *          _ PERSON TITLE
   _ AGENCY               _ ETHNIC CODE           _ POSITION STATUS
   _ AREA NAME            _ JOB GROUP             _ RETIREMENT PLAN
   _ CENSUS               _ JOB GROUP TITLE       _ SALARY CODE
   _ CITIZENSHIP          _ LEAVE ACCRUAL PLAN    _ SALARY TABLES
   _ CITY CODE            _ LICENSE               _ SECURITY CHECK
   _ COLORADO CITIES      _ LOA REASON            _ SEPARATION REASON
   _ COUNTY - MAP         _ MERIT PAY KEY         _ SHIFT INDICATOR
   _ COUNTY - NO MAP      _ MERIT STEP RANGE      _ SOC
   _ DEPARTMENT           _ MESSAGE               _ STATE
   _ DISABILITY           _ NAME SUFFIX           _ TIME REPORT
   _ EARNINGS             _ OCCUPATIONAL GROUP    _ VETERAN TYPE
   _ EEO4 JOB SOC         _ ORG ID                _ VISA TYPE
   _ EEO6 JOB SOC         _ PAY CYCLE
   _ EMPLOYMENT STATUS    _ PAY DIFFERENTIAL      _

NUMBER OF COPIES   1
   _ MAIN MENU        _ REPORT MENU       _ EXIT
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      MENU  RPTS  EXIT
                                              NUM          16:34:49 IBM-3278-2
```

| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

This is a list of tables that can be ordered from the EMPL system. These tables list the valid entries for most fields you will encounter when working with the EMPL system. You may want to keep a hard copy of the tables at your terminal.

These tables may be viewed on line, but cannot be viewed simultaneously while entering actions. Those marked with an asterisk "*" will change periodically; therefore, to have an up to date list you may want to order a new one periodically.

Enter "X" at the left of each table you wish to request. If you want more than one copy, enter the number in the Number of Copies field. The maximum number of copies is nine. Press the Enter key. The following message will be displayed:

```
MORE ■
RAYA R3 REQUESTED PRINT REPORT IS SCHEDULED ACTION CODE
```

The table(s) will be printed that night at GGCC and delivered to the Department of Personnel and Administration for distribution the next day.

Ordering Anniversary Date and Employee Roster Reports

You may also order Anniversary Date and Employee Roster reports on line. Type "B" at "SELECT ACTION TYPE" on the primary printed report selection and press Enter.

```
EMPLOYEE - PRIMARY PRINTED REPORT SELECTION

        A   MANAGEMENT REPORTS
        B   EMPLOYEE AND POSITION REPORTS
        C   BUDGET REPORTS
        D   SALARY AND CLASSIFICATION REPORTS
        E   TABLES
```

The following menu will appear:

```
        EMPLOYEE - PRINTED REPORT SELECTION - EMPLOYEE, POSITION


   HISTORY REPORT      -INDIVIDUAL EMPLOYEE/POSITION HISTORY        (GFNRACAB)
 X ANNIVERSARY DATE    -NOTIFICATION OF UPCOMING ANNIVERSARY INCREASES (GFNRACAC)
   EMPLOYEE ROSTER     -EMPLOYEES LISTED IN ALPHABETICAL ORDER      (GFNRACAD)
   EMPLOYEE STATUS     -EMPLOYEES BY EMPLOYEE STATUS                (GFNRACAE)
   STAFFING PATTERN    -LISTING OF POSITIONS POSITION STATUS INCLUDED (GFNRACAF)
   STATUS REVIEW       -EMPLOYEES WHO NEED THEIR STATUS REVIEWED    (GFNRACAG)
   ACTION CODE USAGE   -LIST OF ACTION CODES BY AGENCY, OPERATOR ID (GFNRACAH)
   PACE MONITORING     -BY RATING DATE, YTD COMPLETION, OR SUPERVISOR (GFNRACAI)
```

As you can see, the only reports currently available from this menu are "**Anniversary Date**" and the "**Employee Roster**" reports. Tab till your cursor is placed next to the report you would like to order. Type an "X" and press the Enter key.

The following screen will appear:

```
        EMPLOYEE - PRINTED REPORT SELECTION - EMPLOYEE, POSITION
 ANNIVERSARY INCREASES-EMPLOYEE APPRAISALS

           NUMBER OF COPIES        1

           AGENCY                  GBA

           TYPE OF REPORT
              ANNIVERSARY INCREASE X               (GFACACR2)
              EMPLOYEE APPRAISAL                    (GFACACR3)

           DATE FOR REPORT
              MONTH                 2
              YEAR                 2002



 ▌ HELP SCREEN

    DISPLAY PRINTED REPORT SELECTION - EMPLOYEE, POSITION SCREEN
    DISPLAY PRIMARY PRINTED REPORT SELECTION SCREEN
    DISPLAY PRIMARY SELECTION SCREEN            TERMINATE
                                       CAPS NUM        11:07:15 IBM-3278-2
 | Clear    | Erase EOF   | New Line    | PA1       | PA2       | PA3      |
```

This is the screen for ordering the Anniversary Date report. Type in the number of copies you would like to order, your agency code, the report you would like to order, and the month of the anniversary dates and press the enter key.

The following message will appear stating that your report has been ordered:

```
MORE ▮
RACAC R3 REQUESTED PRINT REPORT IS SCHEDULED
```

Press Enter and you will be returned to the order screen.

```
X DISPLAY PRINTED REPORT SELECTION - EMPLOYEE, POSITION SCREEN
  DISPLAY PRIMARY PRINTED REPORT SELECTION SCREEN
  DISPLAY PRIMARY SELECTION SCREEN              TERMINATE
```

From this screen you may choose to return to the Employee and Position Reports screen, Primary Printed Reports Selection screen, the Primary Selection screen (main system menu), or terminate and leave the system by typing an "X" next to the appropriate selection and pressing the Enter key.

To request an employee roster report for your agency, type an "X" next to "EMPLOYEE ROSTER" on the "PRINTED REPORT SELECTION - EMPLOYEE, POSITION" screen.

```
            EMPLOYEE - PRINTED REPORT SELECTION - EMPLOYEE, POSITION

  HISTORY REPORT        -INDIVIDUAL EMPLOYEE/POSITION HISTORY            (GFNRACAB)
  ANNIVERSARY DATE      -NOTIFICATION OF UPCOMING ANNIVERSARY INCREASES  (GFNRACAC)
X EMPLOYEE ROSTER       -EMPLOYEES LISTED IN ALPHABETICAL ORDER          (GFNRACAD)
  EMPLOYEE STATUS       -EMPLOYEES BY EMPLOYEE STATUS                    (GFNRACAE)
  STAFFING PATTERN      -LISTING OF POSITIONS POSITION STATUS INCLUDED   (GFNRACAF)
  STATUS REVIEW         -EMPLOYEES WHO NEED THEIR STATUS REVIEWED        (GFNRACAG)
  ACTION CODE USAGE     -LIST OF ACTION CODES BY AGENCY, OPERATOR ID     (GFNRACAH)
  PACE MONITORING       -BY RATING DATE, YTD COMPLETION, OR SUPERVISOR   (GFNRACAI)
```

Press Enter to go to the screen for ordering the Employee Roster report.

```
              EMPLOYEE - PRINTED REPORT SELECTION - EMPLOYEE, POSITION
EMPLOYEE ROSTER

                 NUMBER OF COPIES   1

                 AGENCY             gba

                   TYPE OF SORT MUST BE DETERMINED:
                         AGENCY / ALPHABETIC    Y
                         ALPHABETIC             N

                 EMPLOYEES          Y                          (GFACADR2-R3)
                       WITH SALARY (Y/N)  Y

                 FORMER EMPLOYEES   N                          (GFACADR4-R5)
                       WITH SALARY    (Y/N)   N
                       WITHIN 5 YEARS (Y/N)   N


     HELP SCREEN

     DISPLAY PRINTED REPORT SELECTION - EMPLOYEE, POSITION SCREEN
     DISPLAY PRIMARY PRINTED REPORT SELECTION SCREEN
     DISPLAY PRIMARY SELECTION SCREEN          ▉  TERMINATE
                                             NUM        14:48:34 IBM-3278-2
  ┌──────────┬──────────────┬──────────────┬──────────┬──────────┬──────────┐
  │  Clear   │   Erase EOF  │   New Line   │   PA1    │   PA2    │   PA3    │
```

Complete the number of copies your would like to order, your agency code, whether you would like to sort the report alphabetically or if you would like to sort by agencies within your department first and then alphabetically. You can also choose to print a roster of current or former employees and whether or not you would like to include salary.

After completing all necessary fields, press Enter and the following message appears:

```
MORE ▉
RACAD R3 REQUESTED PRINT REPORT IS SCHEDULED
```

Press Enter and you will be returned to the order screen.

```
X DISPLAY PRINTED REPORT SELECTION - EMPLOYEE, POSITION SCREEN
  DISPLAY PRIMARY PRINTED REPORT SELECTION SCREEN
  DISPLAY PRIMARY SELECTION SCREEN            TERMINATE
```

From this screen you may choose to return to the Employee and Position Reports screen, Primary Printed Reports Selection screen, the Primary Selection screen (main system menu), or terminate and leave the system by typing an "X" next to the appropriate selection and pressing Enter.

UPDATE

The update process begins on the EMPL "Primary Selection Screen".

```
12/11/01              S T A T E   O F   C O L O R A D O              GFMDAAA

            UPDATE ACTIONS:      A CLASSIFIED
                                 B NON CLASSIFIED

                                 D JUDICIAL
                                 E TABLES

            INQUIRY ACTIONS:     K FILES
                                 L TABLES
                                 M MASS ACTION ERRORS

            REPORT ACTIONS:      Q ON-LINE
                                 R PRINTED


            MISC ACTIONS:        7 PAYROLL/BENEFITS

                                 9 TERMINATE

  SELECT ACTION TYPE █          AGENCY ___            ACTION CODE ___
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP            EXIT  READ
                                            NUM         16:39:03 IBM-3278-2
```

As you can see there are four different update areas:

❑ **Action type "A" (Classified)** - This selection provides update processing for the "Classified" portion of the system. This selection should be used when processing update activities for employees subject to the Colorado State Personnel System..

❑ **Action type "B" (Non-Classified)** - This selection provides update processing for the "Non-classified" portion of the system. It should be used when processing update activities for employees who are exempt from the Judicial Classified Personnel System, or the Colorado State Personnel System.

❑ **Action type "D" (Judicial)** - This selection provides update processing for the Judicial Department. It should be used when processing update activities for employees subject to the Colorado Judicial Personnel System.

❑ **Action type "E" (Tables)** - This selection provides update processing to the many tables used in EMPL. Only the Department of Personnel and Administration may update these tables.

Three fields on the Primary Selection Screen must be completed in order to start the update process. The update action type must be entered in the field for "Select Action Type". Type your agency code at "Agency, and type the appropriate action code for the action you are entering at "Action Code".

ACTION CODES DEFINITIONS

EMPL uses action codes to define each different type of personnel activity that can be entered on a record. For example, a promotion differs from a transfer. Accordingly, EMPL supplies a separate action code for each type of personnel transaction.

To look at it another way, the action code is the command to the system to use a certain set of programs. This set of programs edits the data coming into the system to assure the transaction is properly input and then determines how to update the appropriate record(s).

The action code you use is probably the single most important part of any transaction entered on EMPL. If you use the an incorrect action code, you will be instructing the computer system to record your transaction in the wrong way. For example, if you use the action code for a transfer, but entered data for a promotion, the transaction will error because the data requirements are different for the two action codes and the computerized edits are vastly different.

The following table shows the basic groupings of the action codes:

- Class Updates and Mass Actions   000
- Pay Rate Updates   100
- Position Updates   200
- Employee Appointments   300
- Position and/or Employee Movements   400
- Terminations   500
- Demographic Updates and Special Actions   600
- Job Record   700
- Payment, Retirement, Miscellaneous   800

Note: There are different lists for Classified, Non-Classified, Judicial, and the Tape driven CU/CSU system. Action codes and edits vary by system.

CLASS FILE UPDATE AND MASS ACTION CODES

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence	Action Code Description
00D	C	J	N	2	A	DELETE CLASS
001	C	J	N	2	X	ABOLISH CLASS
002	C	J	N	2	A	CREATE NEW CLASS
003	C	J		2	J	CHANGE CLASS - MASS ACTION
004	C	J	N	2	B	CHANGE CLASS TITLE/SUPERVISORY CLASS
005	C	J	N	2	B	CHANGE EE04, EE06, STATE JOB SOC
006	C	J		8	B	CHANGE OCCSTUDY PERCENT/PROPOSED OCCUPATIONAL GROUP
007				2	B	CHANGE USE CODE/DEPT
008	C	J		2	B	CHANGE PAY DIFFERENTIAL - MASS ACTION
009	C	J	N	2	A	RE-ESTABLISH AN ABOLISHED CLASS
011	C	J		2	Y	ANNIVERSARY INCREASE (STEP/SALARY) MASS ACTION
013	C			2	Y	REMOVE EMPLOYEE FROM SAVED PAY STEP OR HALF STEP - MASS ACTION
017		J		2	J	CHANGE OCCUPATIONAL GROUP (PROPOSED) GRADE/STEP - MASS ACTION
018	C	J		2	J	CHANGE OCCSTUDY PERCENT (GRADE/SALARY) - MASS ACTION

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence	Action Code Description
020	C	J		2	M	CHANGE SALARY (GRADE/SALARY) - MASS ACTION
021	C	J		2	J	CHANGE SALARY (GRADE/SALARY) (SPECIAL ACTION) - MASS ACTION
022	C			1	N	CHANGE SALARY (STEP/SALARY) (HIRING RATE) - MASS ACTION
023	C			2	J	SYSTEM MAINTENANCE STUDY WITH CLASS PLACEMENT - MASS ACTION
050	C		N	2	J	CHANGE SALARY - CLASS RECORD ONLY - MASS ACTION
051			N	2	J	CHANGE LEGISLATIVE SALARIES - MASS ACTION
058	*			8	A	CHANGE SALARY/STEP FROM T-STEP - MASS ACTION
061	C			2	K	OPEN RANGE CONVERSION - MASS ACTION
062	C			2	T	COLORADO PEAK PERFORMANCE (CPP) ENTRY -

PAY RATE UPDATES

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence	Action Code Description
10D	C	J	N	8	A	DELETE PAY RATE ACTION
103	C	J	N	8	J	CHANGE CLASS
105	C	J	*	8	X	DISCIPLINARY FINE
106	C	J	N	8	C	DISCIPLINARY REDUCTION (STEP/SALARY)
107	C	J		8	N	INCREASE SALARY-RETURN FROM 106 (STEP/SALARY)
110	C	J		8	C	ANNIVERSARY INCREASE WITHHELD
111	C	J		8	Y	ANNIVERSARY INCREASE (STEP/SALARY)
112	C	J		8	Y	WITHHELD ANNIVERSARY INCREASE RESTORED
113	C			9	Y	REMOVE EMPLOYEE FROM SAVED PAY STEP OR HALF STEP (INDIVIDUAL 013 ACTION)
117		J		8	J	CHANGE OCCUPATIONAL GROUP (PROPOSED) GRADE/STEP
118	C	J		8	J	CHANGE OCCSTUDY PERCENT (GRADE/SALARY)
120	C	J		8	M	CHANGE SALARY
121	C	J		8	J	CHANGE SALARY (GRADE/SALARY) (SPECIAL ACTION) (INDIVIDUAL 021 ACTION)
122	*			8	N	CHANGE SALARY (STEP/SALARY) (HIRING RATE)
123	C			9	J	SYSTEM MAINTENANCE STUDY WITH CLASS PLACEMENT

Action Code	Classified	Judicial	Non–Classified	Use Authorization	Action Code Sequence	Action Code Description
130	C	J	N	8	L	VOLUNTARY SALARY REDUCTION (STEP/SALARY)
131	C			8	N	INCREASE SALARY-RETURN FROM 130
133	C			9	Y	SALARY INCREASE - PILOT SYSTEM
134	C			8	Y	RETENTION BASE AND/OR NON-BASE SALARY ADJUSTMENT (REPLACED BY ACTION CODE 145)
135	C			8	Y	REFERRAL AWARD (REPLACED BY ACTION CODE 144)
136	C			8	Y	TEMPORARY PAY DIFFERENTIAL (REPLACED BY ACTION CODE 143)
140	C	J	N	8	S	EDUCATIONAL LEAVE WITH PAY
141	C	J	N	8	G	RETURN FROM EDUCATIONAL LEAVE WITH PAY
142	C			8	Y	PERFORMANCE BASED PAY BASE/NON-BASE/NON-MONETARY AWARD
143	C			8	Y	TEMPORARY PAY DIFFERENTIAL
144	C			8	Y	REFERRAL AWARD
145	C			8	Y	MATCHING PAY
146	C			8	Y	SIGNING BONUS
150	C		N	9	J	CHANGE SALARY - NON-CLASSIFIED OR PILOT INDIVIDUAL
151			N	8	J	CHANGE LEGISLATIVE SALARY - INDIVIDUAL
155	C		N	8	M	CHANGE SALARY NON-CLASSIFIED AND CONTRACT CLASSIFIED
158	*			8	M	CHANGE SALARY CLASSIFIED IN T-STEP

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence	Action Code Description
160	C			8	J	CLASS PLACEMENT TABLE UPDATE
161	C			8	K	OPEN RANGE CONVERSION (INDIVIDUAL 061 ACTION)
162	C			8	T	COLORADO PEAK PERFORMANCE (CPP) ENTRY - INDIVIDUAL 062 ACTION
19D	C			0	A	DELETE EMPLOYEE AND VACATE POSITION (CU/CSU)
190	C			0	M	ANNIVERSARY UPDATE OR SALARY SURVEY (CU/

POSITION UPDATE ACTION CODES

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence		Action Code Description
20D	C	J	N	8	A		DELETE POSITION ACTION
201	C	J	N	8	X		ABOLISH POSITION
203	C	J	N	5	F		CREATE POSITION (REGULAR FOR CLASSIFIED, JUDICIAL, MERIT)
204	C			5	F		CREATE SEASONAL POSITION (LESS THAN 11 MONTHS)
205	C			5	F		CREATE SUBSTITUTE POSITION
206	C			5	F		CREATE TEMPORARY POSITION
207				5	F		CREATE TEMPORARY EMERGENCY (15 DAYS) POSITION
209	C	J	N	5	F		RE-ESTABLISH AN ABOLISHED POSITION
210	C	J	N	8	B		CHANGE POSITION STATUS
220	C	J	N	8	B		CHANGE PAY DIFFERENTIAL
221	C			5	B		CHANGE SHELTERED
222	C	J	N	8	B		CHANGE FUNDED, ORGANIZATIONAL UNIT, AND FUND PERCENTAGES
223			N	8	R		EXTEND EXPIRATION DATE
224	C	J	N	8	B		CHANGE ALLOTMENT BASE (PARTTIME, SEASONAL, TEMPORARY)

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence	Action Code Description
	C	J	N	8	B	CHANGE CITY CODE, BUSINESS ADDRESS OR AREA(S) AVAILABLE
226	C			8	B	CHANGE POSITION OT
230	C	J	N	8	B	CHANGE BUSINESS ADDRESS (BY AGENCY ORGANIZATIONAL UNIT) MASS ACTION
231	C	J		8	B	CHANGE FUND PERCENTAGES (BY ORGANIZATIONAL UNIT) - MASS ACTION
250	C	J	N	8	B	CHANGE SUPERVISOR AGENCY/POSITION
251	C	J		8	B	CHANGE SUPERVISOR POSITION - MASS ACTION

EMPLOYEE APPOINTMENT ACTION CODES

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code	Action Code Description
30D	C	J	N	8	A	DELETE EMPLOYEE ACTION
301	C	J	N	8	P	NEW EMPLOYEE, AT CLASS HIRING RATE
302	C	J		8	P	NEW EMPLOYEE, AT INDIVIDUAL IN-GRADE HIRING RATE OR ABOVE MINIMUM HIRING RATE
303	C	J		8	P	NEW EMPLOYEE, SEPARATED NOT IN GOOD STANDING
305	C			8	P	NEW EMPLOYEE, SUBSTITUTE
306	C			4	P	NEW EMPLOYEE, TEMPORARY, MERIT ONLY SEASONAL OR EMERGENCY
307	C			9	P	NEW HIRE - PILOT SYSTEM
310	C			8	P	EMPLOYEE TRANSFERRING BETWEEN EMPL SYSTEMS (CLASSIFIED TO NON-CLASSIFIED, ETC)
320	C	J		8	P	REINSTATEMENT
321	*	J	*	8	P	REINSTATE TO DIFFERENT CLASS SERIES
330	C	J		8	P	REEMPLOYMENT
335	C	J	N	8	G	RETURN FROM LEAVE WITHOUT PAY OR SUSPENSION
336	C	J	N	8	G	RETURN FROM VOLUNTARY FURLOUGH, SHORT TERM DISABILITY
340	C			8	R	EXTEND EXPIRATION DATE
391	C			0	P	MASS TRANSFER OF RECORDS(CU/CSU)
395	C			0	G	RETURN FROM LEAVE WITHOUT PAY (CU/CSU)

POSITION AND/OR EMPLOYEE MOVEMENTS

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence	Action Code Description
40D	C	J	N	8	A	DELETE POSITION/EMPLOYEE MOVEMENT ACTION
401	C	J	N	8	K	TRANSFER WITHIN CLASSIFIED, MERIT, JUDICIAL, NON-CLASSIFIED
402	*	J	*	8	K	TRANSFER BETWEEN CLASSIFIED, MERIT, OR JUDICIAL
403			N	3	J	TRANSFER FROM CLASSIFIED TO NON-CLASSIFIED - JUDICIAL ONLY
404	C			5	J	PHASE II SAME PLACEMENT
405	*			5	J	PHASE II LATERAL PLACEMENT
406	C			5	J	PHASE II UPWARD PLACEMENT
407	*			5	J	PHASE II DOWNWARD PLACEMENT
408	C			8	J	CHANGE CLASSIFICATION, VACANT POSITION
409	C			8	J	CHANGE CLASSIFICATION, FILLED POSITION, SAME SALARY
410	C	J		5	J	SUSTAIN CLASSIFICATION (VACANT OR FILLED POSITION)
411	*	J	N	5	J	CHANGE CLASSIFICATION
412	*	*	*	8	J	REASSIGN POSITION
413		J		8	J	RANGE CHANGE, SAME OR DIFFERENT POSITION NUMBER, SAME STEP, JUDICIAL ONLY

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence	Action Code Description
	C			9	K	TRANSFER EMPLOYEE INTO PILOT SYSTEM
416	C			9	P	TRANSFER EMPLOYEE OUT OF PILOT SYSTEM
	C	J	N	8	K	PROMOTION
425	C			8	K	PROMOTION: TEMPORARY TO FILL UNDER UTILIZATION (EMPL DIFFERENT POSITION)
	C			9	K	PROMOTION - PILOT SYSTEM
430	C	J	N	8	K	VOLUNTARY/LAYOFF DEMOTION
		J		8	K	VOLUNTARY DEMOTION, SAVE PAY
432	C	J	N	8	K	DISCIPLINARY DEMOTION
	C			9	K	DEMOTION - PILOT SYSTEM
435	C	J		8	K	REVERSION TO CERTIFIED STATUS OR REAPPOINTMENT
	C			8	L	REASSIGNMENT TO HIGHER RANGE (TEACHERS ONLY)
441	*			8	L	REASSIGNMENT TO LOWER RANGE
490	C			0	K	TRANSFER TO DIFFERENT POSITION (CU/CSU)
491	C			0	J	CLASSIFICATION CHANGE(CU/CSU)
492	C			0	K	PROMOTION(CU/CSU)
494	C			0	A	DEMOTION(CU/CSU)

SEPARATION ACTION CODES

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence		Action Code Description
50D	C	J	N	8	A		DELETE SEPARATION ACTION
501	C	J	N	8	W		SEPARATION
505	C	J		8	S		VOLUNTARY FURLOUGH
506	C	J	N	8	S		SHORT-TERM DISABILITY
510	C	J	N	8	S		LEAVE WITHOUT PAY
511	C	J	N	8	S		MILITARY LEAVE WITHOUT PAY
520	C	J	N	8	T		DISCIPLINARY SUSPENSION
530	C		N	2	A		EXPIRED EXPIRATION DATE - EMPLOYEE SEPARATED (MASS ACTION)
591	C			0	W		SEPARATION(CU/CSU)
595	C			0	A		LEAVE WITHOUT PAY(CU/CSU)

* Separation action codes, separation reasons and Employment Status all affect benefits in many different and important ways. Be very careful you are using the right codes for the circumstance. For more detail, see Employment Status in the Glossary and Separation Reasons in Tables.

DEMOGRAPHIC UPDATE ACTION CODES

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence	Action Code Description
60D	C	J	N	8	A	DELETE DEMOGRAPHIC ACTION
602	C	J	N	8	A	CREATE/CHANGE DEMOGRAPHIC RECORD
640	C	J	N	8	B	CHANGE EMERGENCY INFORMATION

SPECIAL ACTION CODES

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence	Action Code Description
65D	C	J	N	8	A	DELETE SPECIAL/MISC ACTION(651-653)
651	C	J	N	8	Z	CHANGE SSN - MASS ACTION
652	C	J	N	1	Z	CHANGE AGENCY - MASS ACTION
653	C	J	N	8	Z	CHANGE AGENCY - INDIVIDUAL ACTION

MISCELLANEOUS EMPLOYEE UPDATE ACTION CODES

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence	Action Code Description
68D	C	J	N	8	A	DELETE SPECIAL/MISC ACTION (680-685)
680	C	J		8	B	CHANGE ANNIVERSARY DATE
681	C	J	N	3	B	CHANGE SALARY / CHANGE GRADE AND STEP JUDICIAL NON-CLASSIFIED
682	C	J		8	B	CHANGE EMPLOYEE STATUS
683	C	J	N	8	B	CHANGE INITIAL EMPLOYMENT DATE/ADJUSTED SERVICE DATE
684	C	J	N	8	B	CHANGE PACE RATING INFORMATION
685	C	J	N	1	B	CHANGE ORG ID - MASS ACTION
686	C	J		8	B	CHANGE STEP-6 MONTHS
687	C		N	8	B	UPDATE LABOR LEVELS - CLASSIFIED ONLY
690	C			0	M	UPDATE DEMO / EMP(CU/CSU) (RETURN LOA, ANNIV INC, SAL SURV, ETC)
691	C			0	M	UPDATE EMPLOYEE(CU/CSU)
695	C			0	A	CHANGE SSN(CU/CSU)

JOB, PAYMENT, RETIREMENT, MISCELLANEOUS UPDATE

Action Code	Classified	Judicial	Non-Classified	Use Authorization	Action Code Sequence	Action Code Description
70D	C	J	N	8	A	DELETE JOB RECORDS (ALL 5 RECORDS) MUST BE AN INACTIVE EMPLOYEE.
701	C	J	N	9	A	CREATE/CHANGE JOB RECORDS
80D	C	J	N	8	A	DELETE PAY-RET-MISC RECORD
801	C	J	N	9	A	CREATE PAYMENT RETIREMENT MISC (PRM) AND CHANGE PAYMENT DISPOSITION (PRM)

EXAMPLES OF ACTION CODE ENTRY

❖ Action Code 203 – Create Full Time Position

```
12/12/01                 S T A T E   O F   C O L O R A D O           GFMP203I
                             EMPL - POSITION FILE UPDATE

    AGENCY AAA                              ACTION CODE 203
    ACTION NUMBER 12345                     EFFECTIVE DATE YR 2001 MO 12 DAY 12

    POSITION NUMBER 02397      STATUS 01         OT N           FUNDED Y
    FUND:    GNRL 1 . 000      FDRL 0 . 000    CASH 0 . 000    OTHR 0 . 000

    CLASS G3A3XX
    ALLOTMENT BASE 2080               ORGANIZATIONAL UNIT 1150000
    CITY CODE 260                     SUPERVISOR AGENCY ###    POSITION _____
    AREA AVAILABLE ____ ____ ____ ____ ____ ____

                             B U S I N E S S
    STREET 1313 SHERMAN STREET_____     P O BOX _____
    BLDG NAME/NUMBER _____           ROOM/BOX 319__
    CITY DENVER_____         STATE CO
    ZIP 80203 - ____ __                   PHONE AREA 303 NUM 866 2397 EXT ____

 _ MENU   _ EXIT   _ ERRS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     HELP  MENU  EXIT                                     ERRS
                                        CAPS NUM          09:18:46 IBM-3278-2
```

Type the agency action number for the transaction being entered at "ACTION NUMBER" if applicable for your agency. This field is optional; you may use the same action number for all entries, assign a different action number for each entry, or leave the field blank.

Next, enter the effective date for the action being entered. This field is automatically populated with the date the entry is made. Depending on the effective date, you may either skip to the next field or type in the desired effective date.

You can skip fields by using the tab key on your keyboard. Whenever the word "HELP" appears under "PF1", it indicates that there are help menus available for some field on that screen. To access the help menu for a field place your cursor in that field and press the **F1** button.

For this action, help menus are available for the following fields:

"STATUS"

```
+--------------------------POSITION-STATUS----------------------+
| CODE ALLT   APPT   DESCRIPTIONS                               |
|                                                               |
|  _  1 2080 E 1.0000 REGULAR, FULL-TIME                        |
|  _  3 1907 L 0.9180 SEASONAL, FULL SCHEDULE                   |
|  _  5 1041 L 0.5010 SUBSTITUTE, FULL SCHEDULE                 |
|  _  7 1041 L 0.5010 TEMPORARY, FULL SCHEDULE                  |
|  _ 12 2080 L 1.0000 REGULAR PART-TIME, EXEMPT                 |
|  _ 14 1906 L 0.9160 SEASONAL PART-TIME, EXEMPT                |
|  _ 16 1040 L 0.5000 SUBSTITUTE PART-TIME, EXEMPT              |
|  _ 18 1040 L 0.5000 TEMPORARY PART-TIME, EXEMPT              |
|  _ 22 2080 L 1.0000 REGULAR PART-TIME, NON EXEMPT, FIXED SCH  |
|  _ 24 1906 L 0.9160 SEASONAL PART-TIME, NON EXEMPT, FIXED SC  |
|                                                               |
| START LIST AT POSITION-STATUS __ OR ENTER '.' TO EXIT         |
| PF3=EXIT PF7=BKWD PF8=FRWD                                    |
|                                                               |
+More:        >------------------------------------------------+
```

"OT"

```
+---------------------+
|                     |
|  POSITION OVERTIME  |
|                     |
|    E = EXEMPT       |
|    N = NON-EXEMPT   |
|                     |
|  PF3 = EXIT         |
+---------------------+
```

and

"CITY CODE"

```
+-------------------------CITY CODE-------------------+
| CITY CODE DESCRIPTIONS                              |
|                                                     |
|    _    25 AGUILAR                                  |
|    _    29 AKRON                                    |
|    _    33 ALAMOSA                                  |
|    _    37 ALMONT                                   |
|    _    41 ANTON                                    |
|    _    45 ANTONITO                                 |
|    _    49 ARBOLES                                  |
|    _    53 ARRIBA                                   |
|    _    57 ARVADA                                   |
|    _    61 ASPEN                                    |
|                                                     |
| START LIST AT CITY-CODE ____ OR ENTER '.' TO EXIT   |
| PF3=EXIT PF7=BKWD PF8=FRWD                          |
+-----------------------------------------------------+
```

After completing all required fields press Enter to complete the action. At this point the transaction is either accepted, or preliminary or final edit errors are indicated.

If the transaction is accepted - The terminal will display the following message letting the user know the records on the system that have been updated:

```
12/12/01              S T A T E   O F   C O L O R A D O           GFMUPDTE
                             FINAL MESSAGE SCREEN


 U4 TRANSACTION COMPLETED - POSITION RECORD UPDATED












 NEXT ACTION CODE ■__      AGENCY AAA
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           MENU  EXIT
                                         NUM          11:11:42 IBM-3278-2
```

The cursor will be positioned at the bottom of the screen and will allow for the entry of another action code. To enter another action, enter the action code and press Enter. Press the **F2** button to return to the "PRIMARY SELECTION SCREEN" or press **F3** to exit from the system.

If preliminary or final edit errors are indicated – error messages will be displayed adjacent to the field with the erroneous information.

```
12/12/01              S T A T E   O F   C O L O R A D O          GFMP203I
                        EMPL - POSITION FILE UPDATE

 13 AGENCY AAA                        ACTION CODE 203
    ACTION NUMBER 18888               EFFECTIVE DATE YR 2001 MO 12 DAY 12

 15 POSITION NUMBER _2397     STATUS _1        OT n           FUNDED Y
    FUND:    GNRL 1 . 000     FDRL 0 . 000    CASH 0 . 000    OTHR 0 . 000

    CLASS g3a3xx
    ALLOTMENT BASE 2080        13 ORGANIZATIONAL UNIT 115000_____
    CITY CODE 260                 SUPERVISOR AGENCY ###    POSITION _____
    AREA AVAILABLE 001_ 005_ 013_ 031_ 035_ 059_

                          B U S I N E S S
    STREET 1313 sherman street_____     P O BOX _____
    BLDG NAME/NUMBER _____         ROOM/BOX 319__
    CITY denver_____     STATE co
    ZIP 80203 -  ____ __                 PHONE AREA 303 NUM 866 2397 EXT _____

 _ MENU   _ EXIT   _ ERRS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
    HELP  MENU  EXIT                                   ERRS
                                         NUM            16:54:41 IBM-3278-2
```

Press F9, the following dialogue box will appear.

```
+-------------EMPL ERROR DESCRIPTIONS--------------+
| SELECT ERROR TO DISPLAY                          |
|                                                  |
|    13   INVALID DATA                             |
|    14   NO SUCH POSITION IN AGENCY               |
|    15   POSITION EXISTS ON THE DATA BASE         |
|    16   FUND PERCENTAGES NOT EQUAL TO 100%       |
|    17   DATE MUST BE GREATER THAN EFFECTIVE DATE |
|                                                  |
|                                                  |
| START LIST AT ERROR CODE  13 OR ENTER '.' TO EXIT|
| PF3=EXIT                                          |
+--------------------------------------------------+
```

Type in the error code at "START LIST AT ERROR CODE" and press Enter to see a description of the error codes on the screen.

You may also look up the error code on the error code table. See the section under "INQUIRY – TABLES SELECTION" for looking up tables. The code for the error code table is "BA".

❖ Action Code 301 – New Employee at Class Hiring Rate

Entering a new employee begins with entering action code 301 (NEW EMPLOYEE, AT CLASS HIRING RATE) and rolls through action codes 602 (CREATE/CHANGE DEMOGRAPHIC RECORD), 640 (CHANGE EMERGENCY INFORMATION), 701 (CREATE/CHANGE JOB RECORDS), and 801 (CREATE PAYMENT RETIREMENT MISC). Agencies that do not use the CPPS Payroll system skip the 701 screen.

```
02/01/02              S T A T E   O F   C O L O R A D O         GFMP301I
                         EMPL - EMPLOYEE FILE UPDATE

     AGENCY AAA                        ACTION CODE 301
     ACTION NUMBER 18888               EFFECTIVE DATE YR 2002 MO  2 DAY  1

     EMPLOYEE SSN 041 58 8994          SSN SUFFIX 1

     CLASS g3a3xx                      POSITION NUMBER 02397
     ORG ID aaa

     MONTHLY SALARY    2000 . 000      EMPLOYEE STATUS 4
     RATING TYPE A                     RATING DUE DATE YR 2002 MO 04




   ▮ MENU   _ EXIT   _ OPTS   _ ERRS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           MENU  EXIT  OPTS                            ERRS
                                              NUM        15:34:58 IBM-3278-2
     Clear       Erase EOF       New Line       PA1        PA2        PA3
```

As in the example for action code 203, enter all required fields. You can use the tab key to skip to the next field. Press Enter and the following screen will appear:

```
02/01/02              S T A T E   O F   C O L O R A D O         GFMP6022
                       EMPL - DEMOGRAPHIC FILE UPDATE

     AGENCY AAA                        ACTION CODE 602
     ACTION NUMBER                     EFFECTIVE DATE YR 2002 MO  2 DAY 1
     SSN/SUFFIX 041 58 8994   1        PERSON TITLE MS__
     LAST NAME TESTER_____   LAST NAME SUFFIX ___
     FIRST NAME ESTER_____   MIDDLE NAME INITIAL D_____
                                HOME
     STREET 1313 SHERMAN ST_____ P O BOX _____
     BLDG NAME/NUMBER _____        APARTMENT/UNIT 402__
     CITY DENVER_____ STATE CO
     ZIP 80203 -  ____ __              PHONE AREA 303 866 5000 ____
     SEX F                             ETHNIC CODE 2
     BIRTH DATE YR 1953 MO _4 DAY 29   I9 STATUS Y
     I9 ST DATE YR 2002 MO _2 DAY _1   CITIZENSHIP US
     VISA DATE YR ____ MO __ DAY __    DISABILITY 0 _ _ _
     VETERAN TYPE _                    VETERAN TIME YRS __ MOS __ DAYS __
     EDUCATION LEVEL ____
     E-MAIL ADDRESS ESTER.TESTER@STATE.CO.US_____
   _ MENU   _ EXIT   _ ERRS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     HELP  MENU  EXIT                               ERRS
                                   CAPS NUM           16:46:11 IBM-3278-2
     Clear       Erase EOF       New Line       PA1        PA2        PA3
```

❖ Action Code 602 – Demographic File Update

This is the Demographic File Update screen; you may also access this screen by entering an Action Code 602. For classified employees, most of the fields on this screen will be imported from the applicant data system (ADS). Complete all necessary fields and press the enter key and you will be taken to the next screen.

```
02/01/02              S T A T E   O F   C O L O R A D O         GFMP6402
                         EMPL - DEMOGRAPHIC FILE UPDATE

     AGENCY AAA                         ACTION CODE 640
     ACTION NUMBER                      EFFECTIVE DATE YR 2002 MO 2  DAY 1

     SSN/SSN SUFFIX 41  58 8994  1


                              EMERGENCY
     CONTACT NAME CHESTER D. TESTER___
     HOME PHONE AREA 303 333 7788 EXT ____
     WORK PHONE AREA 720 525 8899 EXT █___
     DOCTOR _____       DOCTOR PHONE AREA ___ NUM ___ ____
     HOSPITAL _____     HOSPITAL PHONE AREA ___ NUM ___ ____

     LICENSES CERT REGS1 _____         LICENSES CERT REGS2 _____
     LICENSES CERT REGS3 _____         LICENSES CERT REGS4 _____
     LICENSES CERT REGS5 _____

   _ MENU   _ EXIT   _ ERRS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         MENU   EXIT                                     ERRS
                                        CAPS NUM           16:47:11 IBM-3278-2
     Clear       Erase EOF      New Line        PA1          PA2          PA3
```

❖ Action Code 640 – Emergency Contact Information

This screen may also be accessed by entering an Action Code 640 and is used for emergency contact information. All of the fields on this screen are optional and may be left blank. After completing the fields that you opt to complete, press Enter to be taken to the "Job-Assignment – Selection" screen.

```
                       JOB ASSIGNMENT - SELECTION
     AGENCY AAA                         ACTION CODE 701
                                        EFFECTIVE DATE YR 2002 MO  2 DAY  1
     SSN/SUFFIX  41 58 8994  1          ORG ID AAA

                              JOB NBR 1 X
                              JOB NBR 2 X
                              JOB NBR 3 █
                              JOB NBR 4
                              JOB NBR 5

        TO RECEIVE ALL 5 JOB NBR RECORDS, PRESS ENTER.

        TO SELECT  ONE OR MORE JOB NBR RECORDS FOR PROCESSING, PUT ANY
              CHARACTER BY THE JOB NBR(S) TO BE SELECTED, PRESS ENTER

        WHEN AN ERROR IS NOTED BY ANY JOB NBR, PRESS ENTER TO RECEIVE
              THE JOB NBR RECORD(S) THAT ARE IN ERROR.

        ENTER ALL DATES AS: YYYY MM DD.


     DISPLAY PRIMARY SELECTION           TERMINATE            HELP SCREEN
                                         NUM           15:49:09 IBM-3278-2
     Clear       Erase EOF      New Line        PA1          PA2          PA3
```

❖ Action Code 701 – Job Assignment – Data Entry

You may also access this screen by entering an Action Code 701. Follow the instructions on this screen to receive all or one or more "JOB NBR" Records. Press Enter to go to the "JOB ASSIGNMENT – DATA ENTRY" screen.

```
                    JOB ASSIGNMENT - DATA ENTRY                GFNF701C
SSN 041 58 8994    ORG ID AAA    NAME TESTER, ESTER D          APPT 1.0000
JOB NBR 1                                                SALARY    2000.000
   SSN SUFFIX 1            SHIFT INDICATOR D   DELETE THIS JOB RECORD? (Y/N) N
   BEGIN DATE 2002  2  1        END DATE 9999 99 99        CLASS G3A3XX
   AGENCY UNIT AAA             TIME REPORT CODE T          PAY CYCLE M1
   % FULL TIME 1 . 0000        SALARY CODE P               POSITION NUMBER 02397

        ACCOUNT              ERN     START      STOP      PCNT
   1234567890   Y         02397  REG   2002  2  1  9999 99 99  1 . 0000
                                                             .
                                                             .

JOB NBR 2
   SSN SUFFIX               SHIFT INDICATOR      DELETE THIS JOB RECORD? (Y/N) N
   BEGIN DATE               END DATE             CLASS
   AGENCY UNIT              TIME REPORT CODE      PAY CYCLE
   % FULL TIME    .         SALARY CODE           POSITION NUMBER

        ACCOUNT              ERN     START      STOP      PCNT
                                                             .
                                                             .
                                                             .
            ▮ DISPLAY JOB ASSIGNMENT SELECTION        HELP  SCREEN
                                      NUM            13:15:03 IBM-3278-2
   Clear        Erase EOF       New Line       PA1         PA2         PA3
```

Enter all necessary fields and press Enter. You must have a valid COFRS Cert code for the "Account".

```
                  JOB ASSIGNMENT - UPDATE ACTIONS
SSN   41 58 8994   ORG ID AAA   NAME TESTER, ESTER D            APPT 1.0000
JOB NBR 1                                                 SALARY    2000.000
   SSN SUFFIX 1            SHIFT INDICATOR D
   BEGIN DATE 2002   2  1        END DATE 9999 99 99         CLASS G3A3XX
   AGENCY UNIT AAA              TIME REPORT CODE T           PAY CYCLE M1
   % FULL TIME 1 . 0000         SALARY CODE P                POSITION NUMBER 02397
   TERM/POSITION STATUS  1      GRADE STEP G30               SALARY    2000.000
        ACCOUNT              ERN     START      STOP     PCNT    SALARY AMT
DUMP ACCOUNT Y         02397  REG   2002  2  1  9999 99 99  1 . 0000      2000.000
                                                             .
                                                             .

JOB NBR 2
   SSN SUFFIX               SHIFT INDICATOR
   BEGIN DATE               END DATE              CLASS
   AGENCY UNIT              TIME REPORT CODE       PAY CYCLE
   % FULL TIME    .         SALARY CODE            POSITION NUMBER
   TERM/POSITION STATUS     GRADE STEP             SALARY
        ACCOUNT              ERN     START      STOP     PCNT    SALARY AMT
                                                             .
                                                             .
                                                             .
            DISPLAY JOB ASSIGNMENT SELECTION         HELP  SCREEN
                                   NUM            15:51:07 IBM-3278-2
   Clear        Erase EOF       New Line       PA1         PA2         PA3
```

The color of the entered fields will change to confirm that all fields have been entered correctly. An error code will appear next to any field with incorrect data. You will then have the opportunity to correct the data and continue or to terminate entering the action by placing an "X" in the field adjacent to "DISPLAY JOB ASSIGNMENT SELECTION" and pressing Enter. This will return you to the "JOB ASSIGNMENT – SELECTION" screen. You will then need to type an "X" next to "TERMINATE" in order to terminate the action.

❖ Action Code 801 – Payment, Retirement, Misc.

To continue with entering the action press Enter again. This will take you to the "PAYMENT, RETIREMENT, MISC –UPDATE ACTIONS" screen. You may also access this screen by entering an Action Code 801.

```
02/01/02              S T A T E   O F   C O L O R A D O            GFMF801
                 EMPL - PAYMENT, RETIREMENT, MISC - UPDATE ACTIONS
   AGENCY AAA                            ACTION CODE 801
   ORG ID AAA                            EFFECTIVE DATE YR 2002 MO  2 DAY  1
   NAME TESTER , ESTER D_____    SSN/SUFFIX 041 58 8994  1
   HOME AGENCY UNIT aaa    _____        DISTRIBUTION SORT aaa   _____
   STATUS DATE YR 2002 MO 02 DAY 01      EMPLOYMENT STATUS a
   ANNUALIZED SALARY █_____             BENEFITS BASE SALARY _____
   COFRS ORGN ____                       FLSA ELIGIBLE Y
   BADGE ID _____
                        RETIREMENT -- LEAVE PLAN
   RETIREMENT PLAN P                        PLAN DATE YR 2002 MO _2 DAY _1
   EARLY RETIREMENT DATE YR ____ MO __ DAY __
   RETIREMENT DATE YR ____ MO __ DAY __
   LEAVE ACCRUAL PLAN __
   LEAVE ACCRUAL DATE YR ____ MO __ DAY __
   LOA RETURN DATE YR ____ MO __ DAY __     LOA REASON _
                                   MISC
   LWOP YTD MOS __ DAYS __ HRS __           LWOP ETD MOS __ DAYS __ HRS __
   ITSUP2U _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP  MENU  EXIT                                  ERRS  PREV
                                                   NUM        15:51:35 IBM-3278-2
   Clear      |    Erase EOF    |   New Line   |    PA1    |    PA2    |    PA3
```

Some fields will already be filled. Fill the rest of the fields based on your agency's use of the fields and press Enter. If all information entered is acceptable, the transaction will be successfully completed and the following screen will appear.

```
02/01/02              S T A T E   O F   C O L O R A D O            GFMUPDTE
                          FINAL MESSAGE SCREEN

U7 TRANSACTION COMPLETED - POSITION, EMPLOYEE, DEMOGRAPHIC RECORDS UPDAT

UI TRANSACTION COMPLETED - JOB - PAYMENT, RETIREMENT, MISC RECORDS UPDAT


Z  PROCESSED - EDB UPDATED








   NEXT ACTION CODE ____    AGENCY AAA
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            MENU  EXIT
                                                   NUM        15:51:53 IBM-3278-2
   Clear      |    Erase EOF    |   New Line   |    PA1    |    PA2    |    PA3
```

Always read the message on this screen to make sure that your action was entered properly, all files were updated and that the information crossed over to payroll.

❖ Action Code 401 – Transfer

```
02/11/02                  S T A T E   O F   C O L O R A D O          GFMP401I
                          EMPL - EMPLOYEE FILE UPDATE

     AGENCY AAA                          ACTION CODE 401
     ACTION NUMBER 10002                 EFFECTIVE DATE YR 2002 MO _2 DAY 11

     EMPLOYEE SSN 041 58 8994            SSN SUFFIX 1

     CLASS G3A3XX                        POSITION NUMBER 12397
     ORG ID AAA

     MONTHLY SALARY     2000 . 000




   ■ MENU   _ EXIT   _ OPTS   _ ERRS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            MENU  EXIT  OPTS                              ERRS
                                        CAPS NUM            13:02:57 IBM-3278-2
   Clear     |    Erase EOF    |    New Line    |    PA1    |    PA2    |    PA3
```

Tranfers are entered by the agency receiving the employee. Action Number is optional.
The Effective Date should be the date of the transfer. The Class and Position Number
must be the ones to which the employee is transferring.
Type in all the required fields and press Enter. You will be routed through the 701 and
801 screens as shown in action code 301. If the effective date of the transfer is within the
pay period, you will need to set up separate jobs on the "JOB ASSIGNMENT – DATA
ENTRY" (701) screen for each position.

```
                     JOB ASSIGNMENT - DATA ENTRY              GFNF701C
SSN 041 58 8994    ORG ID AAA    NAME TESTER, ESTER D          APPT 1.0000
JOB NBR 1                                            SALARY     2000.000
    SSN SUFFIX 1           SHIFT INDICATOR D   DELETE THIS JOB RECORD? (Y/N) N
    BEGIN DATE 2002  2  1        END DATE 2002 02 10    CLASS G3A3XX
    AGENCY UNIT AAA             TIME REPORT CODE T      PAY CYCLE M1
    % FULL TIME 1 . 0000        SALARY CODE P           POSITION NUMBER 02397

         ACCOUNT              ERN     START      STOP      PCNT
1234567890    Y          02397  REG   2002  2  1  2002 02 10  1 . 0000
                                                      .
                                                      .
JOB NBR 2
    SSN SUFFIX            SHIFT INDICATOR d   DELETE THIS JOB RECORD? (Y/N) N
    BEGIN DATE 2002 02 11        END DATE 9999 99 99    CLASS G3A3XX
    AGENCY UNIT AAA             TIME REPORT CODE T      PAY CYCLE M1
    % FULL TIME 1 . 0000        SALARY CODE P           POSITION NUMBER 12397

         ACCOUNT              ERN     START      STOP      PCNT
567123890     Y              REG   2002 02 11  9999 99 99  1 . 0000
                                                      .
                                                      .
                     DISPLAY JOB ASSIGNMENT SELECTION         HELP SCREEN
                                        CAPS NUM            13:17:24 IBM-3278-2
   Clear     |    Erase EOF    |    New Line    |    PA1    |    PA2    |    PA3
```

As you can see "JOB NBR 1" for the first position is end dated and stopped on February 10, 2002 and "JOB NBR2" for the second position has a begin date and start date of February 11, 2002.

Effective August 8, 2001, transferring employees will retain their status at the time of transfer. If probationary, they will stay probationary. If certified, they will remain certified.

If all information entered is acceptable, the transaction will be successfully completed.

❖ Action Code 420 – Promotion

```
02/11/02               S T A T E   O F   C O L O R A D O        GFMP420I
                          EMPL - EMPLOYEE FILE UPDATE

    AGENCY AAA                         ACTION CODE 420
    ACTION NUMBER 12345                EFFECTIVE DATE YR 2002 MO _2 DAY 28

    EMPLOYEE SSN 041 58 8994           SSN SUFFIX 1

    CLASS G3A4XX                       POSITION NUMBER 22397
    ORG ID AAA

    MONTHLY SALARY     3000 . 000      EMPLOYEE STATUS 5




  ■ MENU  _ EXIT   _ OPTS   _ ERRS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         MENU  EXIT  OPTS                              ERRS
                                          NUM             13:38:59 IBM-3278-2
```

| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

The Action Number is optional and is used by agencies to record their Personnel Action log number. The Effective date should be the date of the promotion. The Class and Position Number must be the ones to which the employee is promoting.

Type in all the required fields and press Enter. You will be routed through the 701 and 801 screens. If the effective date of the transfer is within the pay period, you will need to set up separate jobs on the "JOB ASSIGNMENT – DATA ENTRY" (701) screen for each position.

If all information entered is acceptable, the transaction will be successfully completed.

❖ Action Code 501 – Separation

```
02/20/02                S T A T E   O F   C O L O R A D O              GFMP501I
                            EMPLOYEE - UPDATE ACTIONS

     AGENCY AAA                           ACTION CODE 501
     ACTION NUMBER 18888                  EFFECTIVE DATE YR 2002 MO 02 DAY 20

     SSN 041 58 8994                      SSN SUFFIX 1
     SEPARATION REASON 33






     _ MENU    _ EXIT    _ ERRS
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     HELP   MENU   EXIT                                    ERRS
                                               NUM              08:43:43 IBM-3278-2
```
| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

The Action Number is optional. The Effective Date should be the employee's last day of work. Enter the SSN, the SSN Suffix if it is other than one, and the Separation Reason. You may press **F1** when in the field for separation reason to see all of the choices.

```
+--------------------SEPARATION REASON------------------+
| CODE DESCRIPTIONS                                     |
|                                                       |
|  ■   1 FULL SERVICE RETIREMENT                        |
|  _   2 REDUCED RETIREMENT                             |
|  _   3 FULL SERVICE RETIREMENT EMERITUS               |
|  _   4 REDUCED RETIREMENT EMERITUS                    |
|  _   5 DISABILITY RETIREMENT                          |
|  _  10 FAILED TRAINING CLASS                          |
|  _  11 DID NOT REPORT                                 |
|  _  12 NO REASON GIVEN                                |
|  _  20 LAYOFF / NAME PLACED ON REEMPLOYMENT LIS       |
|  _  21 LAYOFF / NON-CERTIFIED                         |
|                                                       |
| START LIST AT SEPARATION-REASON __ OR ENTER '.' TO EXIT |
| PF3=EXIT PF7=BKWD PF8=FRWD                             |
+-------------------------------------------------------+
```

You may choose the applicable separation reason by placing an "X" next to it and pressing Enter. The separation reason will be inserted in the field.

Press the Enter key after completing all necessary fields. The following screen will appear:

```
                          JOB ASSIGNMENT - SELECTION
       AGENCY AAA                               ACTION CODE 701
                                                EFFECTIVE DATE YR 2002 MO  2 DAY 20
       SSN/SUFFIX  41 58 8994  1                ORG ID AAA

                                       JOB NBR 1 x
                                       JOB NBR 2 x
                                       JOB NBR 3 █
                                       JOB NBR 4
                                       JOB NBR 5

              TO RECEIVE ALL 5 JOB NBR RECORDS, PRESS ENTER.

              TO SELECT  ONE OR MORE JOB NBR RECORDS FOR PROCESSING, PUT ANY
                   CHARACTER BY THE JOB NBR(S) TO BE SELECTED, PRESS ENTER

              WHEN AN ERROR IS NOTED BY ANY JOB NBR, PRESS ENTER TO RECEIVE
                   THE JOB NBR RECORD(S) THAT ARE IN ERROR.

              ENTER ALL DATES AS: YYYY MM DD.


       DISPLAY PRIMARY SELECTION            TERMINATE              HELP  SCREEN
                                               NUM            09:06:48 IBM-3278-2
     Clear        Erase EOF       New Line        PA1          PA2          PA3
```

Select all active jobs following the instructions on the screen or leave job selection blank in order to go through all five jobs screens. Press the Enter key. The following screen will appear.

```
                          JOB ASSIGNMENT - DATA ENTRY                    GFNF701C
       SSN 041 58 8994    ORG ID AAA    NAME TESTER, ESTER D           APPT 1.0000
       JOB NBR 1                                            SALARY      2000.000
          SSN SUFFIX 1            SHIFT INDICATOR D    DELETE THIS JOB RECORD? (Y/N) N
          BEGIN DATE 2002   2   1    END DATE 2002 02 20         CLASS G3A3XX
          AGENCY UNIT AAA            TIME REPORT CODE T          PAY CYCLE M1
          % FULL TIME 1 . 0000       SALARY CODE P              POSITION NUMBER 02397

              ACCOUNT            ERN     START      STOP       PCNT
       DUMP ACCOUNT Y         02397   REG   2002   2   1   2002 02 20   1 . 0000
                                                              .
                                                              .
       JOB NBR 2
          SSN SUFFIX            SHIFT INDICATOR      DELETE THIS JOB RECORD? (Y/N) N
          BEGIN DATE                END DATE                   CLASS
          AGENCY UNIT              TIME REPORT CODE            PAY CYCLE
          % FULL TIME   .          SALARY CODE                POSITION NUMBER

              ACCOUNT            ERN     START      STOP       PCNT
                                                              .
                                                              .
                                                              .
                          DISPLAY JOB ASSIGNMENT SELECTION           HELP  SCREEN
                                               NUM            09:09:22 IBM-3278-2
     Clear        Erase EOF       New Line        PA1          PA2          PA3
```

The End Date and Stop Date should be changed to the employee's last day of work. Press the Enter key.

The following screen will appear verifying the changes that you made.

```
                    JOB ASSIGNMENT - UPDATE ACTIONS
SSN  41 58 8994   ORG ID AAA   NAME TESTER, ESTER D              APPT 1.0000
JOB NBR 1                                           SALARY    2000.000
   SSN SUFFIX 1              SHIFT INDICATOR D
   BEGIN DATE 2002  2  1        END DATE 2002  2 20      CLASS G3A3XX
   AGENCY UNIT AAA             TIME REPORT CODE T        PAY CYCLE M1
   % FULL TIME 1 . 0000        SALARY CODE P             POSITION NUMBER 02397
   TERM/POSITION STATUS   1    GRADE STEP G30            SALARY    2000.000
         ACCOUNT             ERN    START      STOP      PCNT   SALARY AMT
DUMP ACCOUNT Y          02397  REG  2002  2  1  2002  2 20  1 . 0000    2000.000
                                                           .
                                                           .
JOB NBR 2
   SSN SUFFIX                SHIFT INDICATOR
   BEGIN DATE                END DATE                CLASS
   AGENCY UNIT               TIME REPORT CODE        PAY CYCLE
   % FULL TIME  .            SALARY CODE             POSITION NUMBER
   TERM/POSITION STATUS      GRADE STEP              SALARY
         ACCOUNT             ERN    START      STOP      PCNT   SALARY AMT
                                                           .
                                                           .
                                                           .
              DISPLAY JOB ASSIGNMENT SELECTION          HELP SCREEN
                                          NUM           09:09:45 IBM-3278-2
```

| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

Press the Enter key. The following screen will appear.

```
02/20/02               S T A T E  O F  C O L O R A D O          GFMF801
            EMPL - PAYMENT, RETIREMENT, MISC - UPDATE ACTIONS
   AGENCY AAA                         ACTION CODE 801
   ORG ID AAA                         EFFECTIVE DATE YR 2002 MO  2 DAY 20
   NAME TESTER , ESTER D_____      SSN/SUFFIX 041 58 8994  1
   HOME AGENCY UNIT AAA  _____      DISTRIBUTION SORT AAA  _____
   STATUS DATE YR 2002 MO _2 DAY 20  EMPLOYMENT STATUS  T
   ANNUALIZED SALARY _____         BENEFITS BASE SALARY _____
   COFRS ORGN ____                    FLSA ELIGIBLE Y
   BADGE ID _____
                    RETIREMENT -- LEAVE PLAN
   RETIREMENT PLAN P                  PLAN DATE YR 2002 MO _2 DAY _1
   EARLY RETIREMENT DATE YR _____ MO __ DAY __
   RETIREMENT DATE YR _____ MO __ DAY __
   LEAVE ACCRUAL PLAN __
   LEAVE ACCRUAL DATE YR _____ MO __ DAY __
   LOA RETURN DATE YR _____ MO __ DAY __      LOA REASON _
                              MISC
   LWOP YTD MOS __ DAYS __ HRS __        LWOP ETD MOS __ DAYS __ HRS __
   ITSUP2U _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  EXIT                                ERRS  PREV
                                          NUM           09:10:08 IBM-3278-2
```

| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

Change the Status Date to the employee's last day of work. Enter a "T" (Terminated) for Employment Status. In cases where you still need to make deductions and contributions for the employee on the payroll, you will need to wait until after the payroll run to change the status date and the status to "T". You may do this by entering an action code 801. Press the Enter key.

The following screen should appear.

```
02/20/02                    S T A T E   O F   C O L O R A D O              GFMUPDTE
                            FINAL MESSAGE SCREEN

U5 TRANSACTION COMPLETED - POSITION, EMPLOYEE RECORDS UPDATED

UI TRANSACTION COMPLETED - JOB - PAYMENT, RETIREMENT, MISC RECORDS UPDAT


Z  PROCESSED - EDB UPDATED






  NEXT ACTION CODE ▮__     AGENCY AAA
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            MENU   EXIT
                                            NUM            09:10:26 IBM-3278-2
    Clear        |    Erase EOF    |    New Line    |    PA1    |    PA2    |    PA3
```

The transaction is completed.

❖ Action Code 684 – Change Performance Rating Information

```
07/01/02              S T A T E   O F   C O L O R A D O              GFMDAAA

            UPDATE ACTIONS:      A CLASSIFIED
                                 B NON CLASSIFIED

                                 D JUDICIAL
                                 E TABLES

            INQUIRY ACTIONS:     K FILES
                                 L TABLES
                                 M MASS ACTION ERRORS

            REPORT ACTIONS:      Q ON-LINE
                                 R PRINTED


            MISC ACTIONS:        7 PAYROLL/BENEFITS

                                 9 TERMINATE

 SELECT ACTION TYPE A          AGENCY AAA            ACTION CODE 684     ▮
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP         EXIT  READ
                                        CAPS NUM            14:48:32 IBM-3278-2
   Clear          Erase EOF       New Line        PA1         PA2         PA3
```

Enter an action code 684 "CHANGE PERFORMANCE RATING INFORMATION"

```
07/01/02              S T A T E   O F   C O L O R A D O              GFMP6841
                   EMPL - MISCELLANEOUS EMPLOYEE UPDATE

  AGENCY AAA                          ACTION CODE 684
  ACTION NUMBER 18888                 EFFECTIVE DATE YR 2002 MO 06 DAY 01

  SSN 041 58 8994                     SSN SUFFIX 1









  _ MENU   _ EXIT   _ ERRS
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        HELP   MENU   EXIT                            ERRS
                                        CAPS NUM            14:51:53 IBM-3278-2
   Clear          Erase EOF       New Line        PA1         PA2         PA3
```

Action Number is optional. You do not need to change the effective date. Enter the employee's Social Security Number and Suffix (if applicable).

```
07/01/02                S T A T E   O F   C O L O R A D O            GFMP6842
                        EMPL - MISCELLANEOUS EMPLOYEE UPDATE

     AGENCY AAA                          ACTION CODE 684
     ACTION NUMBER 18888                 EFFECTIVE DATE YR 2002 MO  6 DAY  1
     NAME TESTER,ESTER
     SSN  41 58 8994                     SSN SUFFIX 1




     RATING AS_                          RATING DATE YR 2002 MO 04 DAY 30
     RATING TYPE A                       RATING DUE DATE YR 2003 MO 04
     SUPERVISOR AGENCY ###               SUPERVISOR POSITION _____
     REVIEWER NAME MR. REVIEWER_____



   _ MENU   _ EXIT   _ ERRS   _ HELP
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     HELP  MENU  EXIT                                   ERRS
                                        CAPS NUM             14:54:59 IBM-3278-2
     Clear          Erase EOF      New Line        PA1        PA2        PA3
```

You can press F1 on Rating for rating choices. Rating date is when the rating was done, rating due date is when the next review is due.

```
+-----------------------------------+
|                                   |
| 12/31/1999 & BEFORE(EFFECTIVE DATE) |
| THE MAXIMUM NUMERIC PACE RATING AN |
| EMPLOYEE CAN RECEIVE IS 500.      |
| ********************************** |
| 01/01/2000 THRU 03/01/2001        |
| ONLY NI,FC,PP,U,G,C,O ALLOWED.    |
| NO NUMBERS ALLOWED.               |
| ********************************** |
| 03/01/2001 THRU 03/01/2002        |
| ONLY NI, FC, PP ALLOWED.          |
| ********************************** |
| AS OF 3/1/2002-ONLY 4 VALID RATINGS |
| U=UNSATISFACTORY, S=SATISFACTORY  |
| AS=ABOVE STANDARD, O=OUTSTANDING  |
| ********************************** |
| PF3 = EXIT                        |
+-----------------------------------+
```

Press the Enter key to complete the action.

```
07/01/02                S T A T E   O F   C O L O R A D O            GFMUPDTE
                        FINAL MESSAGE SCREEN


 U5 TRANSACTION COMPLETED - POSITION, EMPLOYEE RECORDS UPDATED









   NEXT ACTION CODE ___      AGENCY AAA
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            MENU  EXIT                                    ERRS
                                        CAPS NUM             14:55:27 IBM-3278-2
     Clear          Erase EOF      New Line        PA1        PA2        PA3
```

❖ Action Code 142 – Performance Based Pay
Base/Non-Base/Non-Monetary Awards

Action code 142 is used to record base building, non-base building, and non-monetary awards. Only the base building award will be sent across to the payroll system (CPPS). The non-base building and non-monetary awards are entered only to provide a record of the award on the employee history (a 142 entry on the employee record). All one-time non-base awards must then be entered as a batch on CPPS using the "PNB" earnings code.

❑ **Base Building Awards**

Enter action type "A" at "SELECT ACTION TYPE", your agency code at "AGENCY" and "142" at "ACTION CODE" and enter.

Enter the action number (optional), effective date, employee's SSN. At "PPS BASE INCREASE (REG. PAY)" enter the amount of monthly or hourly increase and enter. The following screen will ask the user to verify the new salary.
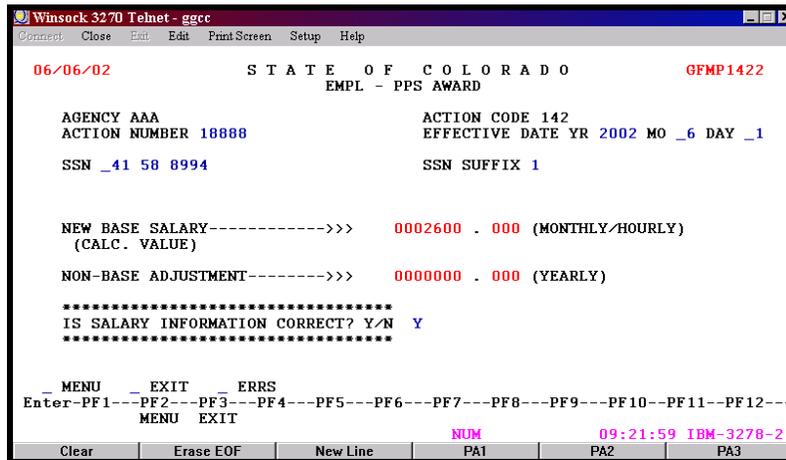
Enter "Y" if the new salary is correct and "N" if the new salary is not correct and enter. If you enter "N", you will go back to the previous screen to change the amount of increase. If you entered "Y" you go to the "JOB ASSIGNMENT – SELECTION" screen.
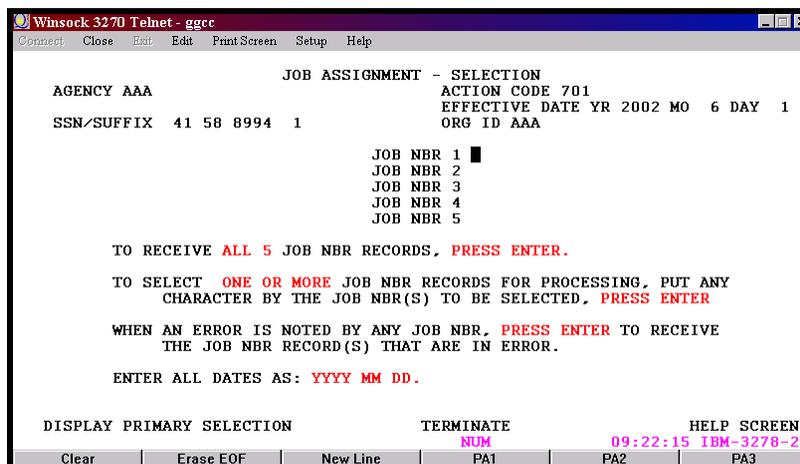
You can either select the job number you would like to view or leave blank to be routed through all job screens. Press enter to go to the "JOB ASSIGNMENT – DATA ENTRY" screen.

You will now have the opportunity to edit the job assignment to reflect the effective date of the new pay rate by changing the begin date and the start date if you wish. Press enter to verify the data.

The entry fields will become protected and the new pay rate will appear. If there are any errors, error codes will appear and the errors need to be corrected at this point. Press enter to go to the "EMPL – PAYMENT RETIREMENT, MISC – UPDATE ACTIONS" screen.
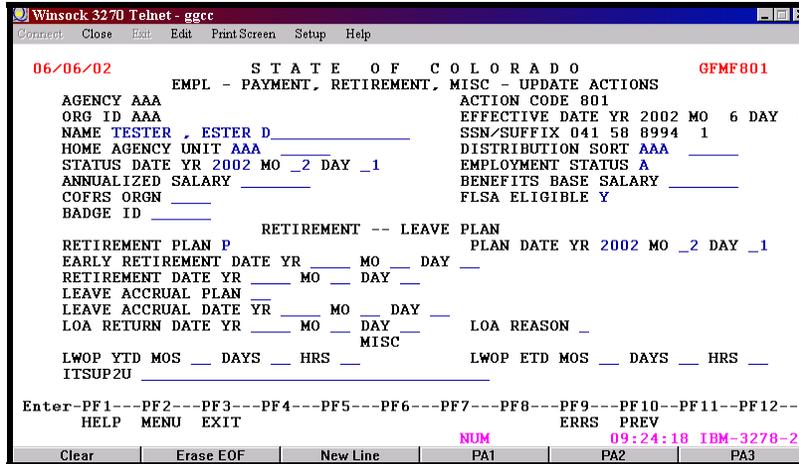
You do not need to make any changes on this screen. Press enter and the following screen will appear to verify the update.
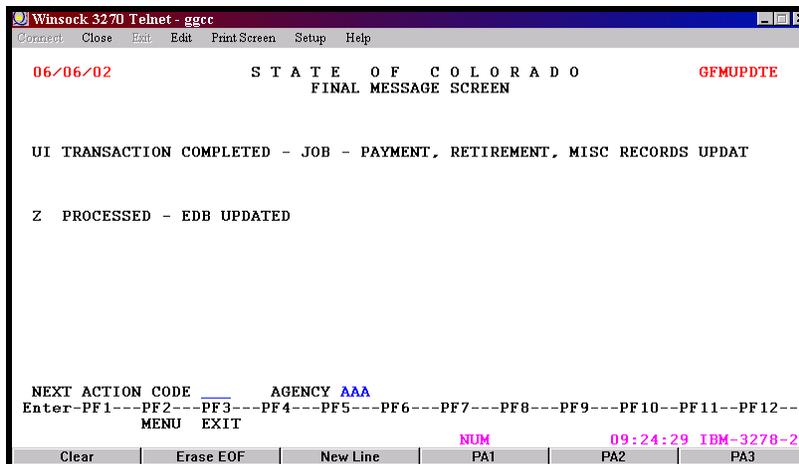
❑ **Non-Base Building Awards**
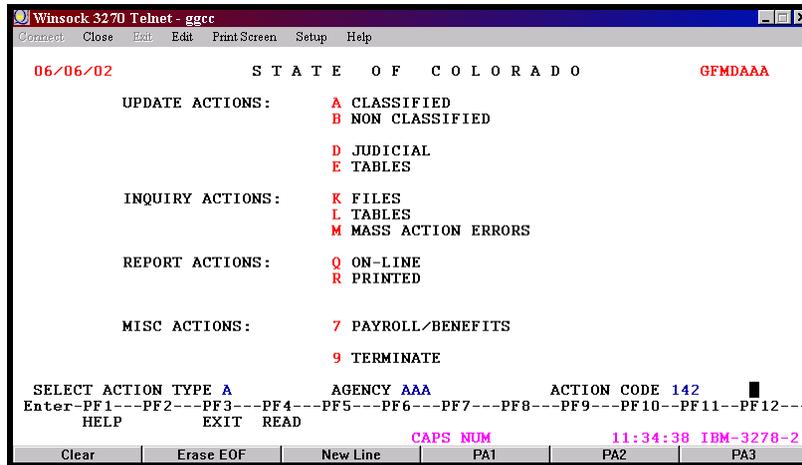
Enter action type "A" at "SELECT ACTION TYPE", your agency code at "AGENCY" and "142" at "ACTION CODE".
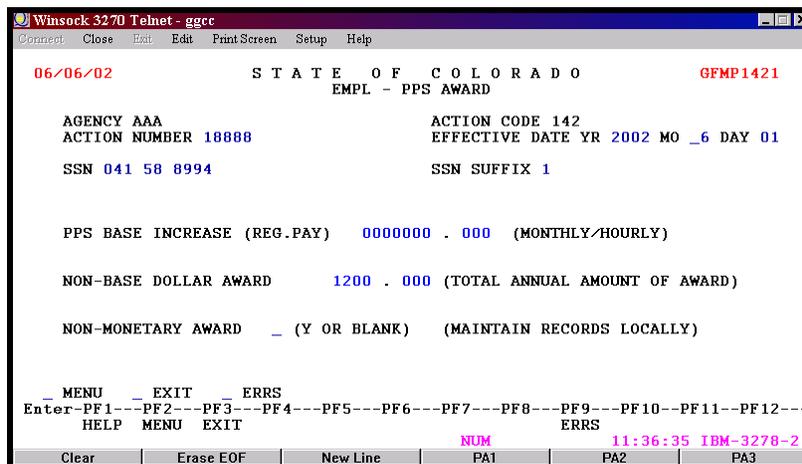
Enter the action number (optional), effective date, employee's SSN. At "NON-BASE DOLLAR AWARD" enter the amount of non-base building increase and enter. The following screen will appear to verify the information entered.

```
06/06/02              S T A T E   O F   C O L O R A D O            GFMP1422
                            EMPL - PPS AWARD

      AGENCY AAA                        ACTION CODE 142
      ACTION NUMBER 18888               EFFECTIVE DATE YR 2002 MO _6 DAY _1

      SSN _41 58 8994                   SSN SUFFIX 1


      NEW BASE SALARY------------>>>    0002500 . 000 (MONTHLY/HOURLY)
        (CALC. VALUE)

      NON-BASE ADJUSTMENT-------->>>       1200 . 000 (YEARLY)


      **********************************
      IS SALARY INFORMATION CORRECT? Y/N  y
      **********************************



   _ MENU    _ EXIT    _ ERRS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           MENU   EXIT
                                         NUM          11:37:34 IBM-3278-2
```

Enter "Y" if the information is correct and "N" if the information is not correct and enter. If you enter "N", you will go back to the previous screen to change the amount of increase. If you entered "Y" you will be taken to the "JOB ASSIGNMENT – SELECTION" screen.


```
                    JOB ASSIGNMENT - SELECTION
      AGENCY AAA                        ACTION CODE 701
                                        EFFECTIVE DATE YR 2002 MO  6 DAY  1
      SSN/SUFFIX  41 58 8994  1         ORG ID AAA

                            JOB NBR 1
                            JOB NBR 2
                            JOB NBR 3
                            JOB NBR 4
                            JOB NBR 5

         TO RECEIVE ALL 5 JOB NBR RECORDS, PRESS ENTER.

         TO SELECT  ONE OR MORE JOB NBR RECORDS FOR PROCESSING, PUT ANY
               CHARACTER BY THE JOB NBR(S) TO BE SELECTED, PRESS ENTER

         WHEN AN ERROR IS NOTED BY ANY JOB NBR, PRESS ENTER TO RECEIVE
               THE JOB NBR RECORD(S) THAT ARE IN ERROR.

            ENTER ALL DATES AS: YYYY MM DD.


   DISPLAY PRIMARY SELECTION          TERMINATE             HELP SCREEN
                                         NUM          11:42:27 IBM-3278-2
```

You do not need to enter a job for non-base building awards. The reason this action takes you through the job screen is because awards can be a combination of base building, non-base building, and non monetary awards. If the employee is also getting a base building award, the job screen must be updated.

Press enter to verify the information on the job screen.

Press enter to go to the "EMPL – PAYMENT RETIREMENT, MISC – UPDATE ACTIONS" screen.

You do not need to make any changes on this screen. Press enter and the following screen will appear to verify the update.

❑ **Non-Monetary Awards**
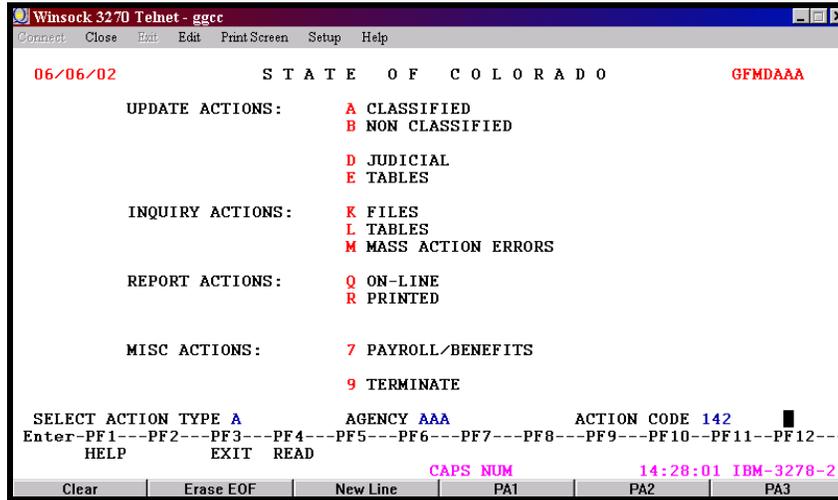
Enter action type "A" at "SELECT ACTION TYPE", your agency code at "AGENCY" and "142" at "ACTION CODE".
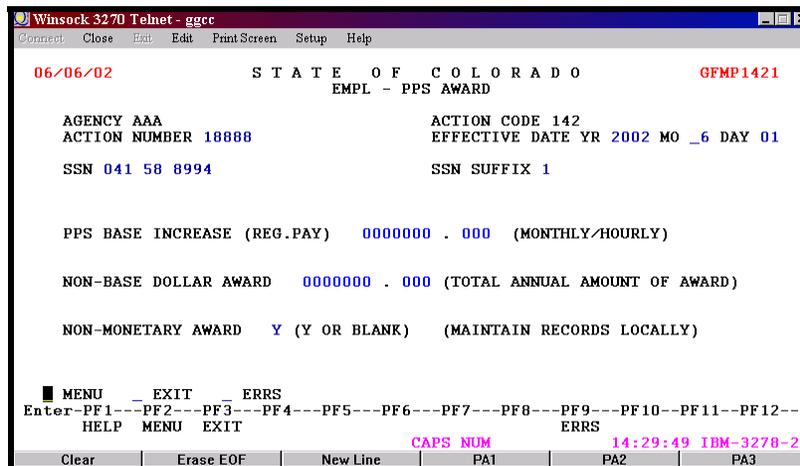
Enter the action number (optional), effective date, employee's SSN. Enter a "Y" at "NON-MONETARY AWARD" and enter. You would be taken directly to the job screen. If you have a combination of awards to include base building and/or non-base building awards, the system will ask you to verify the amounts.

You do not need to enter a job for non-monetary awards. Awards can be a combination of base building, non-base building, and non-monetary awards. If the employee is also getting a base building award, the job screen must be updated.

Press enter to verify the information on the job screen.

Press enter to go to the "EMPL – PAYMENT RETIREMENT, MISC – UPDATE ACTIONS" screen.

You do not need to make any changes on this screen. Press enter and the following screen will appear to verify the update.

HANDLING ERROR CONDITIONS

If the information typed has a primary edit error the terminal will show a screen similar to this:

```
02/20/02              S T A T E   O F   C O L O R A D O         GFMP301I
                      EMPL - EMPLOYEE FILE UPDATE

     AGENCY GHA                        ACTION CODE 301
     ACTION NUMBER 18888               EFFECTIVE DATE YR 2002 MO  2 DAY 20

 13 EMPLOYEE SSN   51 58 8994       13 SSN SUFFIX 1

     CLASS H6G6XX                   14 POSITION NUMBER 12397
     ORG ID GHA

     MONTHLY SALARY 0006000 . 000      EMPLOYEE STATUS 4
     RATING TYPE A                     RATING DUE DATE YR 2002 MO  5




  _ MENU   _ EXIT   _ OPTS   _ ERRS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
           MENU  EXIT  OPTS                              ERRS
                                       CAPS NUM              14:06:39 IBM-3278-2
     Clear          Erase EOF        New Line        PA1          PA2          PA3
```

Highlighted numbers appear next to the field(s) that are in error. Press **F9** for "EMPL ERROR DESCRIPTIONS":

```
+--------------EMPL ERROR DESCRIPTIONS--------------+
| SELECT ERROR TO DISPLAY                           |
|                                                   |
|    13   INVALID DATA                              |
|    14   NO SUCH POSITION IN AGENCY                |
|    15   POSITION EXISTS ON THE DATA BASE          |
|    16   FUND PERCENTAGES NOT EQUAL TO 100%        |
|    17   DATE MUST BE GREATER THAN EFFECTIVE DATE  |
|                                                   |
|                                                   |
| START LIST AT ERROR CODE  13 OR ENTER '.' TO EXIT |
| PF3=EXIT                                          |
+---------------------------------------------------+
```

Type in the error code and press Enter to see the description.

Correct the fields indicated and then press the Enter key. If errors are still indicated, correct the fields and again press the Enter key. The system allows three attempts at typing the correct information. After three attempts the terminal will show the following:

```
02/20/02              S T A T E   O F   C O L O R A D O              GFME300
T1  MAXIMUM TIMES FOR ERROR CORRECTION HAS BEEN REACHED

     AGENCY GHA                          ACTION CODE 301
     ACTION NUMBER 18888                 EFFECTIVE DATE 2002/02/20
     CLASS H6G6XX

14 POSITION NUMBER 12397

13 SSN 051-58-8994                    13 SSN SUFFIX 1
   EMPLOYEE STATUS 4                     EXPIRATION DATE

   ORG ID GHA                            MONTHLY SALARY    6000.000
                                         NON BASE DOLLAR
   RATING TYPE A                         RATING DUE DATE 2002/05




   ACTION CODE (DELETED)                 EFFECTIVE DATE (DELETED)
   NEXT ACTION CODE ■__                  AGENCY GHA
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
            MENU  EXIT                                    ERRS
                                           NUM            14:14:24 IBM-3278-2
```

| Clear | Erase EOF | New Line | PA1 | PA2 | PA3 |

Make note of the errors and then research any necessary data required by the transaction by:

❖ Checking the Error Code Table
❖ Checking the previous item of history – depending on the type of action you are entering, you will need to check position record, employee record, or both.
❖ Reviewing the UPDATE procedures.

If the reason for the error is found in one of these steps, correct the information and attempt to process the transaction again. If no solution is found, contact the EMPL Customer Support at HR.Support@state.co.us for assistance.

At this point you may enter another action code, press **F2** to return to the primary selection screen, or press **F3** to exit from the system.

If the information passed the preliminary edits but did not pass the final edits, highlighted letters appear at the bottom of the screen and the action will be deleted. It is a good practice to check the position and employee records to make sure the action was deleted from both records. Make note of the errors and then research the transaction and information by:

❖ Checking the Error Code Table
❖ Checking the previous item of history - depending on the type of action you are entering, you will need to check position record, employee record, or both.
❖ Reviewing the UPDATE procedures.

If the reason for the errors is found in one of these steps, correct the information and attempt to process the transaction again. If no solution is found contact the EMPL Customer Support at HR.Support@state.co.us.

At this point you may enter another action code, press **F2** to return to the primary selection screen, or press **F3** to exit from the system.

ERROR CODES

When information is entered incorrectly into the system, error codes result. The following is a list of the most frequently occurring errors. Use this list to determine the reason for the error. There are two different kinds of errors: Edits that have failed the primary edits and those that have failed the final edits. Primary edit errors allow you to make corrections and continue entering the actions. Final edit errors terminate and require you to reenter the action.

Code		Error Code Description
01		FUTURE DATE CANNOT BE USED
02		INVALID DATE
03		INVALID ACTION CODE
04		CLASS NOT FOUND
05		CLASS DOES NOT AGREE WITH SYSTEM CHOICE
06		CLASS TITLE CANNOT BE BLANK
07		CLASS EXISTS ON THE DATA BASE
08		NOT AN EMPLOYEE
09		POSITION STATUS DOES NOT AGREE WITH TRANSID (FORM NUMBER)
10		ALLOTMENT BASE NOT COMPATIBLE WITH POSITION STATUS

Code		Error Code Description
11		APPOINTMENT NOT COMPATIBLE WITH POSITION STATUS
12		MISSING DATA
13		INVALID DATA
14		NO SUCH POSITION IN AGENCY
15		POSITION EXISTS ON THE DATA BASE
16		FUND PERCENTAGES NOT EQUAL TO 100%
17		DATE MUST BE GREATER THAN EFFECTIVE DATE
18		POSITION STATUS DOES NOT AGREE WITH ACTION CODE
19		BOTH STREET AND P.0. BOX CANNOT BE BLANKS
20		INVALID FISCAL YEARS
21		DEMOGRAPHIC INFORMATION MISSING - INDIVIDUAL'S ACTIONS CANNOT BE PROCESS
22		INVALID ACTION CODE - INDIVIDUAL MUST HAVE BEEN AN EMPLOYEE
23		CLASSES CANNOT CROSS SYSTEMS (CLASSIFIED-MERIT-NON CLASSIFIED)
24		INVALID OCCUPATIONAL GROUP
25		ANNIVERSARY DATE DOES NOT AGREE WITH STEP
26		DATA ELEMENT IS NOT NUMERIC
27		DATE CANNOT BE GREATER THAN EFFECTIVE DATE
28		DATE EXCEEDS THE ALLOWABLE DATE LIMIT
29		SEPARATION REASON IS NOT ON THE TABLE
30		DEMOGRAPHIC INFORMATION EXISTS ON THE DATA BASE

Code		Error Code Description
31		LAST NAME CANNOT BE BLANK
32		AGE IS NOT WITHIN THE ALLOWABLE LIMITS
33		MERIT PAY KEY TABLE NOT FOUND OR INVALID
34		INVALID EMPLOYEE STATUS
35		NEW SSN IS CONTAINED IN THE DEMOGRAPHIC INFORMATION - IS NOT NEW
36		NOT A VILID STATE AGENCY
37		DATE MUST BE LESS THAN EFFECTIVE DATE
38		INSERTING ACTION
39		CLASS IS ABOLISHED
40		SSN SUFFIX INVALID OR TO HIGH
41		ANNIVERSARY DATE IS NOT EQUAL TO EFFECTIVE DATE
42		POSITION IS ABOLISHED OR VACANT
43		CLASS RECORD NOT FOUND
44		POSITION RECORD NOT FOUND
45		EMPLOYEE RECORD NOT FOUND
46		DEMOGRAPHIC RECORD NOT FOUND
47		TEMPORARY HOURS WORKED IN ONE YEAR HAS BEEN EXCEEDED
48		EMPLOYEE ON RECORD SYSTEM
49		SEPARATED NOT IN GOOD STANDING
50		NOT REINSTATABLE - NO EQUAL CLASS OR RELATIONSHIP DESIGNATION

Code		Error Code Description
50		NOT REINSTATABLE - NO EQUAL CLASS OR RELATIONSHIP DESIGNATION
51		NOT REEMPLOYABLE - NO EQUAL CLASS/TWO YEAR LIMIT PASSED
52		ACTION CODE SECURITY VIOLATION - NOT AUTHORIZED TO USE ACTION CODE
53		GRADE DOES NOT AGREE WITH OCCUPATIONAL GROUP TABLE
54		ACTION CODE ON RECORD PROHIBITS DELETION
55		CLASS IN USE - CANNOT DELETE OR ABOLISH
56		POSITION FILLED - CANNOT BE DELETED
57		CMI TABLE NOT FOUND
58		POSITIONS IN USE - AGENCY TABLE RECORD CANNOT BE DELETED
59		CITY CODE IN USE - CITY CODE RECORD CANNOT BE DELETED
60		POSITION STATUS IN USE - POSITION STATUS TABLE RECORD CANNOT BE DELETED
61		SALARY NOT FOUND ON CMI-TABLE FILE
62		SSN-SUFFIX IN USE BY EMPLOYEE FOR ANOTHER POSITION
63		DUPLICATE RECORD ON FILE
64		DATA ELEMENT CURRENTLY IN USE
65		DATA ELEMENT NOT CURRENTLY ACTIVE
66		RECORD NOT FOUND
67		DATA ELEMENT DOES NOT MATCH
68		POSITION STATUS, POSITION PAY DIFFERENTIAL, OR FTE INVALID
69		FILE MISSING OR ADS DEMOGRAPHIC RECORD NOT FOUND

Code		Error Code Description
70		POSITION RECORDED AS SUPERVISOR FOR ANOTHER POSITION(S)
71		INVALID AGENCY
72		TABLE NOT FOUND
73		JOB RECORD NOT FOUND OR DATA MISSING ON JOB RECORD
74		PAYMENT RETIREMENT RECORD NOT FOUND
75		NOT AVAILABLE AT THIS TIME
76		INVALID ACTION TYPE
77		ORGANIZATIONAL UNIT NOT FOUND ON AGENCY TABLE (CMI-TABLE)
78		POSITION NUMBER CANNOT BE THE SAME AS SUPERVISOR POSITION
79		DEPARTMENT TABLE ENTRY NOT FOUND
80		TIME REPORT CODE TABLE ENTRY NOT FOUND
81		PAY CYCLE TABLE ENTRY NOT FOUND
82		SALARY CODE TABLE ENTRY NOT FOUND
83		JOB RATES OF CLASS RECORDS ARE NOT COMPATIBLE WITH ACTION CODE
84		EARNING TABLE ENTRY NOT FOUND
85		PERCENT/SALARY AMOUNT DO NOT MATCH PERCENT FULL TIME/SALARY
86		EMPLOYMENT STATUS TABLE ENTRY NOT FOUND
87		SHIFT INDICATOR TABLE ENTRY NOT FOUND
88		I9 MISSING FOR EMPLOYEE
89		SSN SUFFIX DOES NOT MATCH EMPLOYEE AND POSITION RECORDS

Code		Error Code Description
90		RETIREMENT PLAN TABLE ENTRY NOT FOUND
91		LEAVE ACCRUAL PLAN TABLE ENTRY NOT FOUND
92		ERROR IN JOB RECORD AND/OR PAYMENT RETIREMENT MISC RECORD
93		ERROR IN CLASS EXTRACT PGM FOR ADS
94		USER TERMINATED JOB OR PAYMENT RETIREMENT MISC UPDATE
95		ACTION CODE NOT VALID FOR OPEN RANGE EMPLOYEE
96		USER TERMINATED DEMOGRAPHICS UPDATE
97		AGENCY AND ORG ID DO NOT MATCH ON ORG ID TABLE
98		ACCOUNT JOB RECORD DOES NOT MATCH CERT TABLE
99		WARNING *** SOCIAL SECURITY NUMBER CHANGED *** WARNING
AA		EFFECTIVE DATE - CLASS RECORD
AB		ACTION CODE - CLASS RECORD
AC		ACTION SEQUENCE - CLASS RECORD
AD		ACTION NUMBER - CLASS RECORD
AE		OPERATOR ID - CLASS RECORD
AK		CLASS - CLASS RECORD
AL		CLASS STATE - CLASS RECORD
AN		GRADE - CLASS RECORD
AO		HIRE STEP - CLASS RECORD
AP		CLASS TITLE - CLASS RECORD

Code		Error Code Description
AQ		EEO4 JOB GROUP - CLASS RECORD
AR		EEO6 JOB GROUP - CLASS RECORD
AS		PAY DIFFERENTIAL - CLASS RECORD
AT		OCCUPATIONAL GROUP - CLASS RECORD
AU		PRIOR CLASS - CLASS RECORD
AV		OVERRIDING CLASS - CLASS RECORD
AW		OCCSTUDY PERCENT - CLASS RECORD
AX		PROPOSED OCCUPATIONAL GROUP - CLASS RECORD
AY		PRIOR ONLY AGENCY - CLASS RECORD
AZ		OVERRIDING ONLY AGENCY - CLASS RECORD
BA		SALARY1-21 - CLASS RECORD
BB		SUPERVISORY CLASS - CLASS RECORD
BC		JOB GROUP - CLASS RECORD
BG		RECORD NUMBER - CLASS RECORD
BH		RECORD COUNT - CLASS RECORD
CA		EFFECTIVE DATE - POSITION RECORD
CB		ACTION CODE - POSITION RECORD
CC		ACTION SEQUENCE - POSITION RECORD
CD		ACTION NUMBER - POSITION RECORD
CE		OPERATOR ID - POSITION RECORD

Code		Error Code Description
CF		SSN - POSITION RECORD
CG		SSN SUFFIX - POSITION RECORD
CH		AGENCY - POSITION RECORD
CI		POSITION NUMBER - POSITION RECORD
CK		CLASS - POSITION RECORD
CL		POSITION STATE - POSITION RECORD
CM		POSITION STATUS - POSITION RECORD
CP		ALLOTMENT BASE - POSITION RECORD
CQ		FTE - POSITION RECORD
CR		CITY CODE - POSITION RECORD
CS		EXPIRATION DATE - POSITION RECORD
CT		FUNDED - POSTION RECORD
CU		SHELTERED - POSITION RECORD
CV		PAY DIFFERENTIAL - POSITION RECORD
CW		ORGANIZATIONAL UNIT - POSITION RECORD
CX		GENERAL FUND PERCENT - POSITION RECORD
CY		FEDERAL FUND PERCENT - POSITION RECORD
CZ		CASH FUND PERCENT - POSITION RECORD
DA		OTHER FUND PERCENT - POSITION RECORD
DB		SUPERVISOR POSITION - POSITION RECORD

Code		Error Code Description
DC		POSITION OT - POSITION RECORD
DD		SUPERVISOR AGENCY - POSITION RECORD
DE		D-SW - POSITION RECORD
DG		RECORD NUMBER - POSITION RECORD
DH		RECORD COUNT - POSITION RECORD
DI		BUSINESS STREET - POSITION RECORD
DJ		BUSINESS P.O. BOX - POSITION RECORD
DK		BUSINESS BLDG NAME NUMBER - POSITION RECORD
DL		BUSINESS ROOM BOX - POSITION RECORD
DM		BUSINESS CITY - POSITION RECORD
DN		BUSINESS STATE - POSITION RECORD
DO		BUSINESS ZIP - POSITION RECORD
DP		BUSINESS PHONE - POSITION RECORD
EA		EFFECTIVE DATE - EMPLOYEE RECORD
EB		ACTION CODE - EMPLOYEE RECORD
EC		ACTION SEQUENCE - EMPLOYEE RECORD
ED		ACTION NUMBER - EMPLOYEE RECORD
EE		OPERATOR ID - EMPLOYEE RECORD
EF		SSN - EMPLOYEE RECORD
EG		SSN SUFFIX - EMPLOYEE RECORD

Code		Error Code Description
EH		AGENCY - EMPLOYEE RECORD
EI		POSITION NUMBER - EMPLOYEE RECORD
EJ		ORG-ID - EMPLOYEE RECORD
EK		CLASS - EMPLOYEE RECORD
EL		EMPLOYEE STATE - EMPLOYEE RECORD
EM		EMPLOYEE STATUS - EMPLOYEE RECORD
EN		GRADE - EMPLOYEE RECORD
EO		STEP - EMPLOYEE RECORD
EP		SALARY - EMPLOYEE RECORD
EQ		ANNIVERSARY DATE - EMPLOYEE RECORD
ER		SEPARATION REASON - EMPLOYEE RECORD
ES		POSITION ENTRY DATE - EMPLOYEE RECORD
ET		STATUS CHANGE DATE - EMPLOYEE RECORD
EU		CLASS CHANGE DATE - EMPLOYEE RECORD
EV		HALF STEP INDICATOR - EMPLOYEE RECORD
EW		INITIAL EMPLOYMENT DATE - EMPLOYEE RECORD
EX		ADJUSTED SERVICE DATE - EMPLOYEE RECORD
EY		RATING DATE - EMPLOYEE RECORD
EZ		RATING - EMPLOYEE RECORD
FA		RATING TYPE - EMPLOYEE RECORD

Code		Error Code Description
FB		RATING DUE DATE - EMPLOYEE RECORD
FC		SAVE PAY DATE - EMPLOYEE RECORD
FD		CONTRACT DATE - EMPLOYEE RECORD
FE		CONTRACT FISCAL YEAR - EMPLOYEE RECORD
FF		STEP 6 MONTHS - EMPLOYEE RECORD
FG		RECORD NUMBER - EMPLOYEE RECORD
FH		RECORD COUNT - EMPLOYEE RECORD
GA		EFFECTIVE DATE - DEMOGRAPHIC RECORD
GB		ACTION CODE - DEMOGRAPHIC RECORD
GF		SSN - DEMOGRAPHIC RECORD
GG		SSN SUFFIX - DEMOGRAPHIC RECORD
GH		AGENCY - DEMOGRAPHIC RECORD
GP		LAST NAME - DEMOGRAPHIC RECORD
GQ		
GR		FIRST NAME - DEMOGRAPHIC RECORD
GS		MIDDLE NAME INITAL - DEMOGRAPHIC RECORD
GU		PERSON TITLE - DEMOGRAPHIC RECORD
GW		STREET - DEMOGRAPHIC RECORD
GX		P.O. BOX - DEMOGRAPHIC RECORD
GY		BLDG NAME NUMBER - DEMOGRAPHIC RECORD

Code		Error Code Description
GZ		APARTMENT - DEMOGRAPHIC RECORD
HA		CITY - DEMOGRAPHIC RECORD
HB		STATE - DEMOGRAPHIC RECORD
HC		ZIP - DEMOGRAPHIC RECORD
HD		PHONE - DEMOGRAPHIC RECORD
HF		SEX - DEMOGRAPHIC RECORD
HG		ETHNIC - DEMOGRAPHIC RECORD
HH		BIRTH DATE - DEMOGRAPHIC RECORD
HI		VETERAN TYPE - DEMOGRAPHIC RECORD
		VETERAN TIME - DEMOGRAPHIC RECORD
HM		CITIZENSHIP - DEMOGRAPHIC RECORD
HN		DISABILITY - DEMOGRAPHIC RECORD
HO		EDUCATION LEVEL - DEMOGRAPHIC RECORD
HP		I9 - DEMOGRAPHIC RECORD
HQ		I9 STATUS - DEMOGRAPHIC RECORD
HR		I9 STATUS DATE - DEMOGRAPHIC RECORD
HS		VISA DATE - DEMOGRAPHIC RECORD
HT		VISA TYPE - DEMOGRAPHIC RECORD
IA		INCOMPLETE ACTION - ABOVE SALARY LID
IB		EMERGENCY CONTACT NAME - DEMOGRAPHIC RECORD

Code		Error Code Description
IC		EMERGENCY HOME PHONE - DEMOGRAPHIC RECORD
ID		EMERGENCY WORK PHONE - DEMOGRAPHIC RECORD
IE		EMERGENCY DOCTOR - DEMOGRAPHIC RECORD
		EMERGENCY DOCTOR PHONE - DEMOGRAPHIC RECORD
IG		EMERGENCY HOSPITAL - DEMOGRAPHIC RECORD
IH		EMERGENCY HOSPITAL PHONE - DEMOGRAPHIC RECORD
II		CHANGE DATE - DEMOGRPAHIC RECORD
IJ		PREVIOUS SSN - DEMOGRAPHIC RECORD
IK		PREVIOUS LAST NAME - DEMOGRAPHIC RECORD
IM		PREVIOUS LAST NAME SUFFIX - DEMOGRAPHIC RECORD
IN		PREVIOUS FIRST NAME - DEMOGRAPHIC RECORD
IO		PREVIOUS MIDDLE NAME - DEMOGRAPHICRECORD
IP		LICENSES CERT REGS 1-5 - DEMOGRAPHIC RECORD
IY		INCOMPLETE ACTION - INDIVIDUAL IN NEW AGENCY, DO JOB, PRM INDIVIDUALLY
IZ		CICS ERROR - OPEN CERT TABLE - CALL PERSONNEL
JB		ACTION CODE - JOB RECORD
JE		OPERATOR ID - JOB RECORD
		SSN - JOB RECORD
JG		SSN SUFFIX - JOB RECORD
JI		POSITION NUMBER - JOB RECORD

Code		Error Code Description
JK		CLASS - JOB RECORD
JM		TERM/POSITION STATUS - JOB RECORD
JN		GRADE - JOB RECORD
JO		STEP - JOB RECORD
JP		SALARY - JOB RECORD
JQ		ORG ID - JOB RECORD
JR		JOB - JOB RECORD
JS		BEGIN DATE - JOB RECORD
JT		END DATE - JOB RECORD
JU		AGENCY UNIT - JOB RECORD
JV		TIME REPORT CODE - JOB RECORD
		PAY CYCLE - JOB RECORD
JX		PERCENT FULL TIME - JOB RECORD
JY		SALARY CODE - JOB RECORD
JZ		ACCOUNT (1-3) - JOB RECORD
KA		EARNINGS (1-3) - JOB RECORD
KB		PERCENT (1-3) - JOB RECORD
KC		SALARY AMOUNT (1-3) - JOB RECORD
KD		START DATE (1-3) - JOB RECORD
KE		STOP DATE (1-3) - JOB RECORD

Code		Error Code Description
KF		SHIFT INDICATOR - JOB RECORD
KG		COLLEGE OFFICE - JOB RECORD
KH		CAMPUS SECTION - JOB RECORD
LA		EFFECTIVE DATE - PAYMENT/RETIREMENT RECORD
LB		ACTION CODE - PAYMENT/RETIREMENT RECORD
LE		OPERATOR ID - PAYMENT/RETIREMENT RECORD
LF		SSN - PAYMENT/RETIREMENT RECORD
LH		AGENCY - PAYMENT/RETIREMENT RECORD
LQ		ORG ID - PAYMENT/RETIREMENT RECORD
LR		HOME AGENCY UNIT - PAYMENT/RETIREMENT RECORD
LS		DISTRIBUTION SORT - PAYMENT/RETIREMENT RECORD
LT		STATUS DATE - PAYMENT/RETIREMENT RECORD
LU		EMPLOYMENT STATUS - PAYMENT/RETIREMENT RECORD
LV		ANNUALIZED SALARY - PAYMENT/RETIREMENT RECORD
LW		BENEFITS BASE SALARY - PAYMENT/RETIREMENT RECORD
LX		COFRS ORGANIZATION - PAYMENT/RETIREMENT RECORD
LY		FLSA ELIGIBLE - PAYMENT/RETIREMENT RECORD
		BADGE ID - PAYMENT/RETIREMENT RECORD
MA		RETIREMENT PLAN - PAYMENT/RETIREMENT RECORD
MB		PLAN DATE - PAYMENT/RETIREMENT RECORD

Code		Error Code Description
MC		EARLY RETIREMENT DATE - PAYMENT/RETIREMENT RECORD
MD		RETIREMENT DATE - PAYMENT/RETIREMENT RECORD
ME		LEAVE ACCRUAL PLAN - PAYMENT/RETIREMENT RECORD
MF		LEAVE ACCRUAL DATE - PAYMENT/RETIREMENT RECORD
MG		LOA RETURN DATE - PAYMENT/RETIREMENT RECORD
MH		LOA REASON - PAYMENT/RETIREMENT RECORD
MI		LWOP YTD - PAYMENT/RETIREMENT RECORD
MJ		LWOP ETD - PAYMENT/RETIREMENT RECORD
MK		ITSUP2U - PAYMENT/RETIREMENT RECORD
PA		FIRST LETTER OF OCCUPATIONAL GROUP, CLASS AND GRADE, MUST MATCH
PB		PPS BASE INCREASE CANNOT BE GREATER THAN 10% OF CURRENT BASE SALARY
		NON-BASE MONTHLY AWARD + CURRENT MONTHLY SALARY CANNOT BE GREATER THAN MAX-SALARY
PD		NON-BASE MONTHLY AWARD CANNOT BE GREATER THAN 10% OF CURRENT BASE SALARY
PE		NON-BASE MONTHLY AWARD + CURRENT MONTHLY SALARY CANNOT BE GREATER THAN MAX-SALARY
PF		PPS (BASE + NON-BASE) MONTHLY AWARD CANNOT BE GREATER THAN RANGE MAX
PG		PPS (BASE + NON-BASE) MONTHLY AWARD CANNOT BE GREATER THAN RANGE MAX
PH		NO BASE INCREASE ALLOWED IF CUR. SALARY IS EQUAL TO OR GREATER THAN RANGE MAX
PI		NEW SALARY CANNOT BE GREATER THAN MONTHLY STATUTORY LID FOR THIS JOB CLASS
PJ		NO NON-BASE INC. ALLOWED IF CUR. SALARY IS EQUAL TO OR GREATER THAN RANGE MAX
PK		SALARY CANNOT BE GREATER THAN RANGE MAX

Code		Error Code Description
RA		GFKEY PRINT RECORD IS MISSING - NOTIFY DEPT OF PERSONNEL
RB		EXPANDED PRINT FILE NOT SORTED
RC		ERROR - REPORT COULD NOT BE COMPLETED
RD		REPORT FILE OUT OF SYNC
RE		FILE EXTRACTS FOR REQUESTED REPORTS LOST- PLEASE RESUBMIT
		BANNER FILE LOST
SA		HIRING FREEZE - UNAUTHORIZED TO USE ACTION CODE
TA		AUDIT WARNING - EXPIRATION DATE EXTENDED
TB		TRANSID NOT VALID FOR USE WITH ACTION CODE
TC		WARNING - OCCURRENCES FILLED-NOTIFY DEPT OF PERSONNEL
TD		WARNING - EMPLOYEE IN TEMPORARY POSITION FOR MORE THAN 1040 HOURS
TE		PREVIOUS EMPLOYEE RECORD NOT UPDATED / REFER TO MASS ACTION ERROR TABLE
TF		INCOMPLETE UPDATE - NOTIFY DEPARTMENT OF PERSONNEL IMMEDIATELY
TG		ADS DEMO/APPL RECORDS NOT FOUND - FIX - ADS RECORDS
TH		TRANSACTION TERMINATED, PROCESSING INTERRUPTED WITH PF3 KEY
UA		TRANSACTION COMPLETED - DEMOGRAPHIC RECORD UPDATED
UB		TRANSACTION COMPLETED - JOB RECORDS UPDATED
UC		TRANSACTION COMPLETED - TABLE RECORD UPDATED
UD		TRANSACTION COMPLETED - RECORD/HISTORY DELETED-CHANGE JOB/PAY-BENEFITS
		TRANSACTION COMPLETED - EXPIRATION DATE ADJUSTED BY PGM FOR POSITION

Code		Error Code Description
UF		TRANSACTION COMPLETED - POSITION STATUS ADJUSTED BY PGM
UG		TRANSACTION COMPLETED - PAYMENT, RETIREMENT, MISC RECORD UPDATED
UH		NOTE: SALARY CHANGED DUE TO ANNIVERSARY DATE OR EDIT CRITERIA
UI		TRANSACTION COMPLETED - JOB - PAYMENT, RETIREMENT, MISC RECORDS UPDATED
UJ		TRANSACTION COMPLETED - PREVIOUS EMPLOYEE RECORD UPDATED
UK		TRANSACTION COMPLETED - POSITION RECORD UPDATED - ADDRESS ADDED FROM TABLE
UL		TRANSACTION COMPLETED *WARNING* PAY ADJUSTED - CANNOT EXCEED PAY LID
UM		TRANSACTION COMPLETED - NO ACTION NECESSARY
XA		ADS APPLICATION RECORD MISSING - GC - APPL
XB		ACTION CODE DOES NOT AGREE WITH ADS APPLICANT TYPE - GC - APPL
XC		NO ACTIVE APPLICATION ON ADS FILE - GC - APPL
XD		ADS SUMMARY RECORD MISSING - GC - SUMY
XE		EMPL CLASS DOES NOT MATCH SUMMARY REGISTRATION NUMBER IN ADS (GC-SUMY)
		ADS APPLICANT HAS NOT BEEN SELECTED (APPOINTED) - GC - SUMY
YA		INVALID ACTION CODE
YB		FATAL ERROR OCCURRED DURING ATTEMPT TO CALL DDP1FL - NOTIFY CPPS
YC		FILE - I/O ERROR - NOTIFY CPPS
YD		CICS - INVALID REQUEST - NOTIFY CPPS
YE		FILE - NO SPACE - NOTIFY CPPS
YF		FILE - NOT OPEN - NOTIFY CPPS

Code		Error Code Description
YG		GENERAL ERROR - NOTIFY CPPS
YH		ERROR - NONE OF THE ABOVE - USUALLY CICS - NOTIFY CPPS
YI		KEY CHANGE BATCH RECORD PENDING
YJ		ACCESS TO EDB UNAVAILABLE - NOTIFY CPPS
YK		FATAL ERROR OCCURRED DURING ATTEMPT TO UPDATE EDB
YL		LINK RECORD CONTAINS AN INVALID ORG
YM		TRYING TO UPDATE A XREF RECORD - EDB WAS NOT UPDATED
		INVALID ORG
YO		TRYING TO ADD AN EMPLOYEE WITHOUT A JOB RECORD
YP		INVALID EMPLOYEE STATUS (A,L,P,T,F,S,X)
YW		NO JOB RECORD FOUND
ZA		NEW EMPLOYEE ALREADY ON EDB - EDB UPDATED - CHECK PAYROLL/BENEFITS
ZB		EMPLOYEE RECORD TO BE CHANGED NOT ON EDB - EDB UPDATED - CHECK PAYROLL/BENEFITS
ZC		SSN KEY CHANGE - VERIFY OVERNIGHT PROCESS
ZD		ORG TRANSFER - VERIFY OVERNIGHT TRANSFER
ZE		KEY CHANGE RECORD ON BATCH FILE HAS BEEN DELETED
ZF		NO BATCH RECORD FOUND FOR BACKOUT TRANSACTION (40D)